Campus Event Planning Checklist

*Please note this is not an all inclusive list, but meant to be a guide for your planning.*

Event Name: __________________________________________

Date: ____________________ Time: ____________________

Event Reservation and Set Up
- For Faculty and Staff groups - To reserve space on campus for your event, complete the online room reservation form: [http://www.rider.edu/info/auxiliary/spacerequest_new.htm](http://www.rider.edu/info/auxiliary/spacerequest_new.htm)
  
  *For questions, contact the Scheduling Office ext. 5326*

- For student groups – pick up a Student Event Registration Form from the Office of Campus Life and meet with the Coordinator of Student Programs. Form must be returned one week prior to event.
  
  *For questions, contact Office of Campus Life ext. 5237.* To reserve space on campus for your event, complete the online room reservation form: [http://www.rider.edu/info/auxiliary/spacerequest_new.htm](http://www.rider.edu/info/auxiliary/spacerequest_new.htm)
  
  *For questions, contact the Scheduling Office ext. 5326.*

- Complete a room diagram form and email/fax/send via campus mail to Auxiliary Services (SRC). This request should include the room setup as well as stage, podium, pipe and drape, and coat rack needs. This request should also include any needs for events held outside.
  
  *For questions, contact Auxiliary Services ext. 7700*

- If the event will be outside, confirm if there are any power or landscaping needs and submit work order on Rider’s web page by going to the dropdown menu for Faculty & Staff or Current Students.
  
  *For questions, contact the Facilities Office ext. 5080*

- Floral arrangements may be ordered through local florists.
  
  Used often by Rider: Le Fleur at 609-896-5130, Willis Greenhouse at 609-771-6690, The Flower Shop at Pennington Market at 609-737-7630, or A Woman’s Touch at 609-587-2641.

Catering
- Complete an Aramark food contract, including any linens needed.
  
  For Faculty and Staff groups – email or fax a copy to Aramark and send the original to Budget Office
  
  For student groups – deliver food contract to Catering Office in Bart Luedeke Center
  
  *For questions, contact Aramark Catering ext. 5274*

Technology and Audio Visual Needs
- If you have audio visual needs contact the OIT Help Desk at ext. 3000 or online. Consider if you’ll need a microphone (including microphone for a podium), sound system, computer, internet connection, projector, projection screen.

- If you need any conference call equipment or capabilities contact Networks and Communications at ext. 5196
  
  *For general questions, contact Office of Information Technologies ext. 5196*
Public Relations
☐ If you would like to request assistance with generating publicity or event coverage from the Office of University Communications (professional photographer or someone to write a story) please contact the Office in advance.
*For questions, contact the Office of University Communications ext. 5192*

☐ If dignitaries, the media, or off campus guests are attending your event, please include a Rider pop–up in your set up.

☐ Any posters or flyers for campus events must be approved and stamped by Campus Life.
*For questions, contact Campus Life at ext. 5327.*

☐ To order campus signs for your event contact Collegiate Press at ext. 5031.

Guests
☐ If you are requesting that the President attend or participate in your event complete the President’s Participation Event Form found at [http://www.rider.edu/2564_17021.htm](http://www.rider.edu/2564_17021.htm)
*For questions, contact the Office of the President at ext. 5001*

☐ If other dignitaries are attending contact the Office of University Communication for guidance.

☐ Prepare a mailing list.

☐ Prepare the invitation, including RSVP information if needed, and distribute.

☐ Confirm attendance and prepare nametags if needed.

Public Safety
☐ If your event may require assistance from Public Safety to ensure crowd safety or traffic control, please call their office to review your event.
*For questions, contact Public Safety at ext. 5029*

☐ Plan for appropriate parking availability:

**For events beginning before 6 pm:**
- For groups of less than 50 people, direct your participants to park in the Visitors parking area along the tree line.
- For groups of more than 50, direct your participants to park in the turf lot by the tennis courts. You are responsible for making arrangements if you want to provide your participants with a shuttle.

**For events beginning and at and after 6 pm:**
- Direct your participants to park in the Visitors parking area along the tree line.