

## 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, Staff, and Student Club/Organizations - You must submit your space request via 25Live at <https://25live.collegenet.com/rider> Space use requests must be submitted 2 business days in advance. Space is available on a first come, first serve basis. We recommend at least one-week notice for a meeting, and at least two-week notice for an event that requires set up.  
*For questions, contact the Scheduling Office at [scheduling@rider.edu](mailto:scheduling@rider.edu) or 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, coat rack, etc. needs.  
*For questions, contact Auxiliary Services at [events@rider.edu](mailto:events@rider.edu) or 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 a Gourmet Catering food contract, including any linens needed.  
For Faculty and Staff groups – email or fax a copy to Gourmet and send the original to Budget Office  
For student groups – deliver food contract to Catering Office in Bart Luedeke Center  
*For questions, contact Gourmet Dining Services at [ridercatering@rider.edu](mailto:ridercatering@rider.edu) or ext. 5274.*

### Technology and Audio Visual Needs

- If you have audio visual needs contact the *OIT Help Desk* by submitting an *OIT online ticket*, email [helpdesk@rider.edu](mailto:helpdesk@rider.edu), or ext. 3000. Consider if you will need a microphone (including microphone for a podium), sound system, computer, internet connection, projector, projection screen, etc.
- If you need any conference call equipment or capabilities contact Networks and Communications.  
*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 at [ridercalendar@rider.edu](mailto:ridercalendar@rider.edu) or 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 *Rider Print Shop* at [ricohprint@rider.edu](mailto:ricohprint@rider.edu) or 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 you are requesting that the Provost attend or participate in your event complete the Provost'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 Academic Affairs at ext. 7058.*
- 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. Guests should use the Visitors Parking lot. Public Safety will advise on parking for large groups.