

Event Planning Checklist

Event planning guide to events in the William Pitt Union & O'Hara Student Center



1. Pre-Planning For Your Event

- Determine the events agenda, marketing, budget and/or fundraising needs, and OCC goal area (if applicable)
- Determine the desired location, room setup, estimated guest attendance, and admission plan (ticket sales, security, etc.)
- Determine the desired event date, event start and end time, and desired setup and clean up time (if applicable)
- Determine if you will be serving any food at your event and who will be providing it (purchased snacks, campus catering, outside catering)
- Determine any A/V needs
- Determine how you will follow COVID-19 guidelines, provide PPE, and who will be your safety ambassadors.

2. Reserve Your Space in EMS

- Submit your request on the EMS website
 - Cathedral Lawn:** Submit your request 30 days in advance
 - Meeting Rooms:** Submit your request 7 days in advance
 - Dance Studio:** Submit your request 7 days in advance
 - Quad Tabling:** Submit your request 7 days in advance
- (All other room inquires should be emailed to wmpittun@pitt.edu)

You will receive a preliminary email form the Reservations Office regarding the status of your event and any forms that need completing. Please be sure to read through the entire email to ensure that action items and deadlines are not missed.

3. Be Aware of Deadlines

- Meeting with Reservations Staff: 30 days prior to event
- Events with Minors Request: 30 days prior to event
- Campus Catering: 21 days prior to event
- Catering Exemption: 21 days prior to event
- Contracts: 21 days prior to event
- Room Layout Submission: 14 days prior to event
- Technical Services (A/V) Request: 14 days prior to event
- Ticket Sales Request: 7 days prior to event
- Snack Request: 7 days prior to event
- Cashbox Request: 3 days prior to event

4. Day of Event

- Please arrive promptly at your reservation time and follow all event policies and procedures during your event. If your event requires assistance please see the contact information listed at the bottom.

5. After Your Event

- After your event has concluded please remember to take all items with you and throw away any garbage in the trashcans provided. Please wipe down any surfaces before leaving.

Contact Information

WPU Reservations Office:
412.648.7816 wmpittun@pitt.edu

OSC Reservations Office:
412.624.3129 ohara@pitt.edu

Technical Services:
412.648.7821 satech@pitt.edu

SORC: 412.624.7115 sorc@pitt.edu

Additional Resources

Virtual Meetings and Events:
<https://www.studentaffairs.pitt.edu/sorc/event-planning-resources/>

Events Management System (EMS):
<https://ems.williampittunion.pitt.edu/emswebapp/>

Reservations Website (room set ups, capacities, etc.):
<https://www.studentaffairs.pitt.edu/studentunions/reservespace/>

Event Forms Website: <https://www.studentaffairs.pitt.edu/studentunions/forms/>

Event Planning Resources (pricing, sustainability, accessibility, etc.):
<https://www.studentaffairs.pitt.edu/studentunions/event-resources/>

SORC Website (student org contracts, etc.): <https://www.studentaffairs.pitt.edu/sorc/>

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(Ideally 30 days before your event)

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- Determine the desired event date, event start and end time, and desired setup and clean up time (if applicable)
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- Determine any A/V needs

2. Reserve Your Space In EMS

- Submit your request on the EMS website

Multipurpose Rooms, Nordy's Place & Outdoor Events:

Submit EMS request 21 days in advance
Cathedral Lawn = 30 days in advance

Meeting Rooms, Tabling & WPU Dance Studio:

Submit EMS request 3 days in advance

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- Meeting with Reservations Staff: 30 days prior to event
- Events with Minors Request: 30 days prior to event
- Campus Catering: 21 days prior to event
- Catering Exemption: 21 days prior to event
- Nordy's Snack Package: 21 days prior to event
- Contracts: 21 days prior to event
- Room Layout Submission: 14 days prior to event
- Technical Services (A/V) Request: 14 days prior to event
- Ticket Sales Request: 7 days prior to event
- Snack Request: 7 days prior to event
- Cashbox Request: 3 days prior to event

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5. After Your Event

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Other Reservable Spaces: http://www.studentaffairs.pitt.edu/wp-content/uploads/2020/02/On_Campus_Reservations_2-4-20.pdf