

# EVENT PLANNING CHECKLIST

## 1. Pre-Planning for your Event

*(Ideally 30 days prior to 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.). Events open to the public may be assessed a security fee.

Determine the desired event date, event start and end time, and desired set up 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/or other catering)

Determine any A/V needs and complete the Office of Event Productions intake form

Meet with your designated event liaison in the Student Unions' Reservations Office. Email [EMS-reservations@pitt.edu](mailto:EMS-reservations@pitt.edu) for more information.

## 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 & WPU Dance Studio:

Submit EMS request 7 days in advance

### Tabling:

Submit EMS request 4 days in advance

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

## 3. Beware of Deadlines

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 Finalized: 14 days prior to event

Technical Services (A/V) Request: 14 days prior to event

Security Assessment (events open to the public): 14 days prior

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 attention please see the contact information listed at the bottom of the page for assistance.

## 5. After Your Event

After your event has concluded please remember to take all items with you and throw away any waste in the trash/compost/recycling canisters provided.

Complete the EMS satisfaction survey that will be emailed to your EMS contact.

## Contact Information

### Student Unions Reservations Office:

412.648.7817 or [EMS-reservations@pitt.edu](mailto:EMS-reservations@pitt.edu)

### Office of Event Production:

412.648.7821 or [satech@pitt.edu](mailto:satech@pitt.edu)  
<https://www.studentaffairs.pitt.edu/studentunions/tech/>

SORC: 412.624.7115 or [sorc@pitt.edu](mailto:sorc@pitt.edu)

## Additional Resources

Events Management System (EMS): [pi.tt/ems](http://pi.tt/ems)

Reservations Website (room set ups, capacities, etc.):  
[pi.tt/ems](http://pi.tt/ems)

Event Forms Website: [pi.tt/eventplanning](http://pi.tt/eventplanning)

Event Planning Resources (pricing, sustainability, accessibility, etc.):  
[pi.tt/eventforms](http://pi.tt/eventforms)

SORC Website (student org contracts, etc.): [pi.tt/sorc](http://pi.tt/sorc)

Other Reservable Spaces: [pi.tt/eventproduction](http://pi.tt/eventproduction)