Step 1: Plan Your Details

As soon as possible

It is essential to have a clear vision as to what you want your event to look like. Be able to answer the following questions...

- How many people will be in attendance?
- Will there be food?
- When will the event take place?
- Will you have a speaker?

Step 2: Reserve A Space

At least 8 weeks in advance

Once you have an estimation of how many people will be in attendance you can begin reserving a room.

- Know your chart-string
- Create a user profile in Event Space Reservation System
- Fill out the form and request a space
- Received an email from OSI confirming the space

Step 3: Request Additional Services

After OSI approval: 5 weeks in advance

You have secured a room! Now, do you need any help with set-up? Will you be ordering food? Do you need extension cords, projectors, etc.?

- Yes, food! Fill out the food request form
- Yes, set-up! Awesome! Let event management know with an email.
- Yes, tech! Submit the Media Technology Services Request Form

Step 4: Finalize Event Details

At least 12 business days in advance

- Give Event Management revised counts of your attendees

Step 5: Provide Final Guarantees

Three business days in advance

- Give Event Management final guarantee numbers
**EVENT MANAGEMENT GUIDELINES**

**NO OUTSIDE FOOD ALLOWED TO BE BROUGHT INTO...**

- Boston/Heights/Newton Rooms
- Faculty Dining Room
- Lyons (Welch) Dining Hall
- McElroy Carney Dining Hall
- McElroy Eagle's Nest
- Stuart Snack Bar (aka the Yellow Room)
- Walsh Function Room
- Yawkey Murray Function Room

**POSSIBLE FEES**

- **Grounds Overtime Charges**
  
  *(before 7am | after 3pm):*
  
  $42.84/hr (4hr min.)

- **Lyons & Boston/Heights/Newton Room Supervisor:** $125

- **Yawkey Door Monitor:** $35/hr (4hr min.)

- **Electrician:** $55/hr (4hr min.)

For official estimates, the organization should work with Event Management once they've met with their adviser.