



BEAVER TIPS: HOSTING CAMPUS EVENTS

IDENTIFY

Find a University Facility that is equipped to support the activity:

- Recreational Sports Facilities
- Memorial Union (MU)
- UHDS Facilities
- LaSells Stewart Center
 - Etc.

EVENT REPORTING



Report the event online using Ideal-Logic for tracking purposes.

You may also promote the event through the OSU Events Calendar, SOA social media, etc.

RESERVE THE SPACE

All University spaces can be reserved in advance to the event.

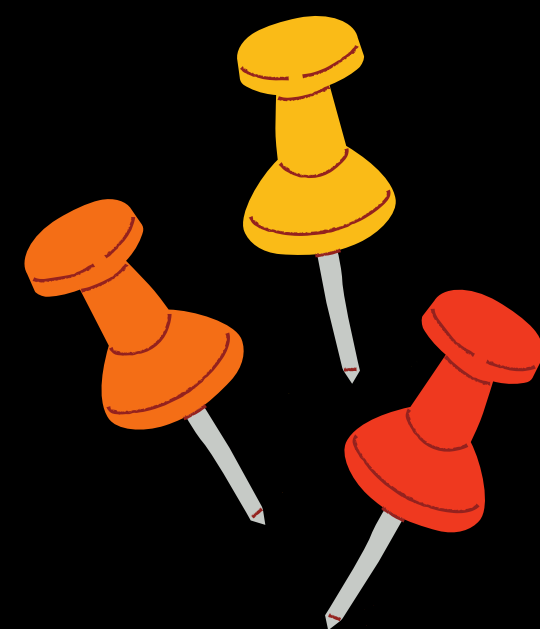
- Rates and policies may vary



CONSULT WITH A PEER EDUCATOR

Get help with identifying areas of your activity that require:

- Ticketing
- Risk assessments
- Youth engagement
- SOA Grant Funding
- Marketing efforts
 - Etc.



CREATE AND EXECUTE

Evaluate your risk and liability reduction plan for your activity:

- Insurance
- Copy or public performance rights
- Food service approval/overview
- Labor contracts
 - Etc.

