1. **Is there adequate time available to coordinate all of the required planning functions and resolve any issues?**
2. **Have you received the proper approvals to conduct the event?**

The following are RECOMMENDATIONS for approvals:

* **Risk Management: Mimi Konick (x4929)**
	+ Volunteers
	+ Waivers
	+ Insurance Requirements
	+ Special Event Insurance
* **Purchasing: Judy Burton (x4199)**
	+ Bidding Process
		- Equipment Rentals
		- Staging
		- Transportation
	+ Food & Drink
* **OUPD: Mel Gilroy (x3339)**
	+ Security
	+ Traffic
	+ Barricades
	+ Parking
* **Facilities: See Below for contacts. Please see Administrative Policies & Procedures policy # 380.**
	+ Utilities: Dan Niezurawski (niezuraw@oakland.edu) and Ed Dorich (dorich@oakland.edu)
		- Electrical/Lighting
		- Plumbing
	+ Staking: Siraj Khan (X4434)
	+ Grounds: Randy Drewry (drewry@oakland.edu) and Jon Barth (barth@oakland.edu)
* **Communications and Marketing: Ted Montgomery (x4346)**
	+ Advertising
	+ Press Releases
	+ OU Logo
	+ Campus Photos
* **Environmental Health & Safety: Cora Hanson (x4427)**
	+ Event Planning Safety Hazards
	+ Event Layout
	+ Required Permits
* **Location of Event: Facility Coordinator**
	+ Meadowbrook Hall
	+ Oakland Center
	+ Recreation Center
	+ O’Rena
	+ Upper & Lower Athletic Fields
* **OU Administrative Policies: see OU Website**
	+ Food & Drink
	+ Liquor
	+ Rental Space
* **Misc. Contacts: Required Department**
	+ Special Requirements
1. **Do you have a contract approved by General Counsel?**