• Event Request Form on OrgSync with space diagram
  For Kimmel Reservations email kimmel.reservations@nyu.edu, CC the GA
• Budget Request Form on OrgSync
• Catering Request Form through Catertrax website
• Advertising Request Form on OrgSync
• Outside speaker/company contracts

3+ Weeks Before

• Print Shop Request Form
• Media Support
• Security/Custodial
• Verify that you have all supplies and materials you need.

2 Weeks Before

• All print materials must be pre-approved by OSARC
• Hang posters/flyers on bulletin boards after getting them stamped at OSARC
• Email Volunteers about event and what they will be doing

1 Week Before

• Make sure you have your work order number if applicable and space layout
• Designate a volunteer check-in
• Have fun!

Day Of

• Follow up on any payments for vendors, etc.
• Send out thank you emails/cards

A Few Days Before

Event Timeline