

the S A M N O B L E
O K L A H O M A M U S E U M
of N A T U R A L H I S T O R Y



Checklist for Facility Rental Clients

Tips for a successful event

To schedule:

- Designate** *one* person from your organization/team to be your Museum contact. Coordinator will refer all questions to the contact for the event.
- Contact the Events Office** at 405.325-7975 or reservations@snomnh.ou.edu to check the availability of your requested date.
- Reserve your tentative date** with the coordinator at SNOMNH.
- Confirm the date** with a signed contract and deposit of 50% the total rental fee.
- Contact** one of our approved caterers for food and beverage arrangements.
- Submit invitation/signage copy** to the Events Office for approval two weeks PRIOR to printing.

Four weeks before the event:

- Make an appointment** with the Coordinator at SNOMNH for a walkthrough for setup and final technical arrangements.
- Provide all vendors**, excluding caterer (D.J./Musician, cake person, decorator, etc.) with “Guidelines/Reminders for Facility Rental and Event Customers and Vendors”. PLEASE make as many copies of this document as you need for your vendors. The attached form must be completed by each vendor and returned two weeks prior to event.

Two weeks before the event:

- Final payment is due.**
- Provide Events office with proof of insurance.** This can be acquired through your home/auto insurance company, or through an online event/wedding insurance company. Certificate Holder on insurance should read:

University of Oklahoma, Board of Regents
Sam Noble Oklahoma Museum of Natural History
2401 Chautauqua Ave.
Norman, OK 73072-7029

- Finalize vendor arrangements** - Make sure all outside service vendors and arrangements are approved by the Museum. All outside service vendors' contact information must be provided with signed "Guidelines/Reminders for Facility Rental and Event Customers and Vendors". All vendor deliveries should be tentatively scheduled on this form.
- Coordinate all deliveries** and pick-up to be made only on your contracted date unless otherwise arranged with the Events Office.
- Confirm all finalized schedules**, layouts and arrangements in writing through the Events Office.

Day of Event:

- Contact** should arrive at pre-arranged time to be sure final details are carried out according to your wishes.
- ENJOY YOUR EVENT!!!**
- Event decorations/personal items should be removed by event group immediately following the event.