

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 OU Rental Groups

Tips for a successful event

To schedule:

- Designate one **OU faculty/staff member** from your organization/team to be your Museum contact and decision-maker.
- Ask Faculty-Staff person to 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. Have your OU Account number ready along with on-campus address and contact phone number.
- Reservation becomes permanent when letter of agreement is confirmed by OU faculty/staff person.
- Contact one of our approved caterers for food and beverage arrangements, if necessary.
- 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-(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 (excluding caterer) and returned two weeks prior to event.

Two weeks before the event:

- 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:

- Faculty/Staff contact person should arrive early to be sure final details are carried out according to your wishes.
- ENJOY YOUR EVENT!!!
- All decorations/personal items should be removed immediately following the event.

After event:

- SNOMNH will process transfer for the agreed amount, unless otherwise contacted concerning billing.