

Internal EWU Event Planning Checklist

1. Submit Space Request

- Plan Ahead:** In order to best serve you, we ask that Event Space Requests are submitted **14 days** prior to your event. Spaces, setups, and additional resources may be limited or unavailable if submitted within a closer period, or may incur a surcharge.
- For space requests, Please sign into [25Live](#) with your NetID. For 25Live support please review the [25Live Basic Overview](#). Contact Event Planning (509-359-4249) for further assistance.
- If you are with a student club or organization at EWU**, you will need to submit your request through [EagleSync](#). If you have questions, please contact the SAIL Office at SAIL@ewu.edu or visit at Pence Union Building 3rd floor.
- A member of Event Planning will send an **Event Confirmation** to your email. Requests are processed in the order they are received.

2. Request Catering

- Please indicate you would like catering on your internal **25Live Space Request**
- Contact **Tom Shaffer, Event Coordinator III**, at (509) 359-6857 or tshaffer2@ewu.edu to request catering for your event. In your catering request, please provide the **Event Date, Start & End Times, Location** (Building & Room Number), **Approximate Guest Count** (we suggest starting with your maximum number), and **Menu Requests**.
- Find our [Catering Menu](#), and additional information about event planning online at [Event Planning](#) If you have any **special requests** (i.e. flowers, special decorations, rental equipment, staff pro etc.), please notify Tom Shaffer, Event Coordinator III. Requests for **Special Diets** can be made using our online [Special Diet Request Form](#).
- Menu arrangement must be completed **a minimum of 14 days** in advance of the event. Once your order is placed you will receive a contract. **Final Counts are required 3 business days** prior to the event. A **signed contract** securing your services is also due at this time.
- Please note that **outside food and beverage may not be brought to EWU campus** facilities without the explicit permission from Dave McKay, Director of Dining Services.

3. Request Additional Resources

- Please indicate if your event requires Audio / Video Equipment, Table/Chair/ Furniture setup, Parking and all other requirements on your internal **25Live Space Request** or External **Event Request Form**. Please provide detailed notes in the comment box about your setup.
- If you have **Parking** needs for your event, please contact Parking Services at (509) 359-7275 or parking@ewu.edu.
- If you have any other **special requests**, please contact the Event Planning Office at (509) 359-4249 or at diningschedu@ewu.edu.
- Please contact your Event Coordinators to assist you.
 - Tom Shaffer (509) 359-6857 or tshaffer2@ewu.edu
 - Samantha Stragier (509) 359-4211 or sstragier@ewu.edu

4. Day of The Event

- Arrive early** to ensure your event has been set up as requested. We will make our best effort to accommodate any last-minute changes.
- If applicable, make contact with the **on-site catering staff**. They will work with you to confirm timelines and any other event details.

5. After Your Event

- A final invoice will be sent to the event planner via email. The individual with budget authority must **sign and return the required** documents necessary to complete payment for your event: Invoice, Meals & Light Refreshments Form ([Light Meals and Refreshment Form](#)), Event Agenda, and Guest List.
- Please let us know if you have any feedback from your event to help us improve our services by emailing Tom Shaffer, Event Coordinator III at tshaffer2@ewu.edu or Dave McKay, Director of Dining Services at dmckay@ewu.edu.



Dining & Catering Services
Eastern Washington University