

# EWU Event Planning Checklist

## 1. SUBMIT AN EVENT REQUEST FORM

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- Plan Ahead:** In order to best serve you, we ask that Event Requests are submitted **10 business days** prior to the event. Spaces, setups, and additional resources may be limited or unavailable if submitted within a closer period, or may incur a surcharge.
- If you are with a Student Club or Organization at EWU,** you will need to submit your request through [EagleSync](#). Please review the “Creating an Event on Eagle Sync” document. If you have questions, please contact the SAIL Office at [SAIL@ewu.edu](mailto:SAIL@ewu.edu) PUB 320.
- If you are an external client or an internal department or association,** please complete an [Event Request Form](#), [EWU Ice Rink Rental Application](#), [SRC Facility Rental Application](#), or [Showalter Auditorium Application](#).
- Return your request form to the Event Planning Office** (Tawanka 101) in person, via email to [diningschedu@ewu.edu](mailto:diningschedu@ewu.edu), or via fax to (509) 359-4829.
- A member of our Event Planning staff will send an **Event Confirmation** to your email. Requests are processed in the order they are received.

## 2. REQUEST CATERING

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- Indicate that you would like catering on your **Event Request Form**.
- Contact Tom Shaffer, Event Coordinator III,** at (509) 359-6857 or [tshaffer2@ewu.edu](mailto: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**.
- You can find our **Catering Menu** online at <http://access.ewu.edu/event-planning/catering>.
- If you have any **special requests** (i.e. flowers, special decorations, rental equipment, 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 10 business days** in advance of the event. **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

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- If you need **Sound Support** or Projection for your event, please indicate this on your Event Request Form. We may be able to place you in an Enhanced Classroom, utilize [Campus Sound Production](#), or work with [Mike Wilson](#), Showalter Auditorium Manager, to provide you with the support required for your event.
- If you have **Parking** needs for your event, please contact Parking Services at (509) 359-7275 or [parking@ewu.edu](mailto: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](mailto:diningschedu@ewu.edu). You may also contact Tom Shaffer, Event Coordinator III, at (509) 359-6857 or [tshaffer2@ewu.edu](mailto:tshaffer2@ewu.edu).

## 4. DAY OF EVENT

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- 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

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- An individual with budget authority must **sign and return the required documents** necessary to complete payment for your event: Invoice, Meals & Light Refreshments Form (<http://access.ewu.edu/travel/meals-and-light-refreshment>), 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](mailto:tshaffer2@ewu.edu) or Dave McKay, Director of Dining Services at [dmckay@ewu.edu](mailto:dmckay@ewu.edu).

