1. **Is there adequate time available to coordinate all of the required planning functions and resolve any issues?**
2. **Have you received the proper approvals to conduct the event?**

The following are RECOMMENDATIONS for approvals:

* **Risk Management: Mimi Konick (x4929)** 
  + Volunteers
  + Waivers
  + Insurance Requirements
  + Special Event Insurance
* **Purchasing: Judy Burton (x4199)**
  + Bidding Process
    - Equipment Rentals
    - Staging
    - Transportation
  + Food & Drink
* **OUPD: Mel Gilroy (x3339)**
  + Security
  + Traffic
  + Barricades
  + Parking
* **Facilities: See Below for contacts. Please see Administrative Policies & Procedures policy # 380.**
  + Utilities: Dan Niezurawski (niezuraw@oakland.edu) and Ed Dorich (dorich@oakland.edu)
    - Electrical/Lighting
    - Plumbing
  + Staking: Siraj Khan (X4434)
  + Grounds: Randy Drewry (drewry@oakland.edu) and Jon Barth (barth@oakland.edu)
* **Communications and Marketing: Ted Montgomery (x4346)**
  + Advertising
  + Press Releases
  + OU Logo
  + Campus Photos
* **Environmental Health & Safety: Cora Hanson (x4427)**
  + Event Planning Safety Hazards
  + Event Layout
  + Required Permits
* **Location of Event: Facility Coordinator**
  + Meadowbrook Hall
  + Oakland Center
  + Recreation Center
  + O’Rena
  + Upper & Lower Athletic Fields
* **OU Administrative Policies: see OU Website**
  + Food & Drink
  + Liquor
  + Rental Space
* **Misc. Contacts: Required Department**
  + Special Requirements

1. **Do you have a contract approved by General Counsel?**