

Checklist for Events at OSU Portland Center

Make a Reservation

Up to 1 year in advance

- Fill out an event request form on our [website](#)

(Optional) Contract Conference Services

Up to 1 year in advance

- Fill out a request form on our [website](#)

Secure your Vendors

3 months in advance

- Contract vendors for additional needs
 - Catering, DJ, Photobooth, etc.
- Each vendor requires a Certificate of Insurance
- On the Certificate of Insurance, it must list:
 - \$2 million per occurrence / \$4 million aggregate
 - OSU needs to be listed as the Certificate Holder
Oregon State University
3015 SW Western Blvd.
Corvallis, OR 97333
- OSU needs to be listed as an Additional Insured in the description of operations with the following language: “Oregon State University, its officers, board members, agents and employees are named as additional insured.”

Create a Floor Plan

2 months in advance

- Create and provide your desired room set up
- To use our blank floor plans click [here](#)

Alcohol Service Registration

1 month in advance

- Alcohol service at all University events/activities and University properties is governed by [University Standard 07-005 Alcoholic Beverages](#) and MUST be registered with OSU Insurance and Risk Management Services 21 days prior to your event.
- After submitting your [registration](#), you will receive an email which will serve as your registration confirmation.

Alcohol Regulations

- Alcohol consumption is not permitted at the OSU Portland Center except at approved and permitted events.
- All requests for alcohol service at the OSU Portland Center must be submitted and approved through Risk Management.
- Please read and review the [Alcohol Service Registration policy and registration](#).
- In addition to the policies of the building, all faculty, staff and students are required to adhere to the Oregon State University Rules of Conduct and all university policies in regard to alcohol consumption will be enforced.

Guidelines for Alcohol Service

- Alcoholic beverages are limited to beer and wine
- An insured licensed vendor must serve the alcoholic beverages. The licensed vendor must have a current Certificate of Insurance on file that includes liquor liability.
- At least two different substantial food items** and non-alcoholic beverages must be provided at any event where alcohol is served.

Parking Validation Requests

1 month in advance

- Parking validation requests must be placed no later than 72 business hours in advance of use
- Validation applies only to Alder Street Parking Garage
- Validations can be picked up at the OSU Portland Center front desk the day of your event

Schedule a Site Tour

1 month in advance

- Site tours are a useful tool in the planning process
- Site tours must be scheduled ahead of time
- Site tours can be scheduled Monday-Friday during business hours

Agenda

2 weeks in advance

- Creating and providing an agenda of activities and times will help the event services team best assist you as well as your vendors

IT/AV Needs

2 weeks in advance

- Digital signage coordination

- Audio setup
- Sound system

Building Access

2 weeks in advance

- For events a digital pass is required to enter the Meier & Frank Building
- For internal events the event coordinator's OSU ID card can be programmed with access to enter the building

Safety Escort Service (If needed)

1 week in advance

- Safety escorts must be requested through Clean + Safe should you want an additional presence for your event (before and after)
- Clean + Safe can be reached at 503-388-3888