

1st STOP CHECKLIST: EVENT PLANNER/ CONSULTING SERVICES

REQUIREMENTS & REGULATIONS

- [] The **State of Ohio does not** require a specific license for event planner or consulting services.
Remember to check local government agencies

- [] All **retail sales and rentals** are taxable (unless they are declared tax exempt by the Ohio Department of Taxation). Retailers must have a **VENDOR'S LICENSE**, collect sales tax, file tax returns, and keep complete records of transactions. If you have questions about sales tax, contact the **OHIO DEPARTMENT OF TAXATION** at **(888) 405-4039 for Business Tax Assistance; 888-405-4089 for Tax Registration; or (800) 282-1782 for the Forms Request Line**. Information is also on-line at <http://tax.ohio.gov>.
Remember to check local government agencies

- [] You must charge sales tax on food eaten on the premises of your business, beverages, equipment rental and retail sales. You need a **VENDOR'S LICENSE**. Contact **YOUR COUNTY AUDITOR** or the Ohio Business Gateway at <http://obg.ohio.gov>.
Remember to check local government agencies

- [] If you will sell upholstered or stuffed items, contact the **Ohio Department of Commerce's Division of Industrial Compliance, Bedding and Upholstered Furniture Section** for licensing information. They can be reached at **(614) 644-2236**. The Ohio Department of Commerce is on-line at <http://com.ohio.gov/dico/>
Remember to check local government agencies

- [] Tailors or dressmakers **must comply with the Federal Trade Commission's (FTC) care labeling rules**. **Remember to check local government agencies**

- [] Depending on the type of product you will make, there may be additional state-level labeling requirements. Check the **Ohio Revised Code (ORC)** and **Ohio Administrative Code (OAC)** for more information. Both the ORC and OAC can be found in your local library and are on-line at <http://codes.ohio.gov/orc>. **Remember to check local government agencies**

- [] If you will provide catering services, you must have a **catering food service operation license**. Contact **your local health department** for license and inspection information.
Remember to check local government agencies

- [] If you will serve **alcoholic beverages**, you must have the appropriate permit. Contact the **Ohio Department of Liquor Control** at **(614) 644-2360** for more information. Information is also on-line at <http://www.com.ohio.gov/liqr/> . **Remember to check local government agencies**

EVENT PLANNER/CONSULTING SERVICES CONTINUED

- [] If you will feature recorded or live **music**, you must have permission from the owner of the copyrighted material. You can do this by contacting **ASCAP** or **BMI**. For more information, contact **ASCAP** at **(212) 621-6000** (www.ascap.com) or **BMI** at **(212) 220-3000** at (www.bmi.com). **Remember to check local government agencies**

For more help, contact your local Small Business Development Center (SBDC).

www.ohiosbdc.ohio.gov

REMEMBER TO CHECK LOCAL GOVERNMENT AGENCIES

THIS CHECKLIST IS ABOUT STATE REQUIREMENTS.

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