Are you planning an event with University Centers at UWL?

Follow this planning guide to ensure a successful event!

What type of space do you need for your event? – Inquire about available space on campus with University Reservations on the Make a Reservation page

UWL departments and student organizations may reserve space up to 18 months in advance. Community groups may reserve space up to 12 months in advance.

Contacts: Rebecah Neitzel rneitzel@uwlax.edu

Will you be inviting people under the age of 18 to your event? – Be sure to discuss your plans with your reservations contact to ensure compliance

Does your event involve a fundraiser? – Student organizations must complete and return a Fundraiser Registration Form to the COVE before the reservation will be confirmed

Contact: Amy Brown, abrown2@uwlax.edu

Are you showing a film? – Get approval for copyright compliance before confirming your event

Contact: Drea Higgins, dhiggins@uwlax.edu

Are you planning to have food and beverage at your event? – Review your options below

IMPORTANT: Any food and beverage at a meeting or event must be provided by UWL Catering unless approval to self-cater has been granted.

If you are using university funds to place your catering order, you must receive approval from the Business Services Office in advance: Food Expense Approval Form.

If you plan to have alcohol served at your event, you must receive approval in advance. Contact Kelly Kamrowski, kkamrowski@uwlax.edu, to start the approval process.

1. Place a catering order with UWL Catering via Catertrax at least 5 business days in advance

Student organizations only: You may also order from the Student Menu. This option allows you to pick up and clean up your own order for a discounted price. This order must also be placed at least 5 business days in advance.

Contact: Kelly Kamrowski, kkamrowski@uwlax.edu

2. UWL Departments and student organizations only: Campus groups can get permission to bring in snacks for meetings and events where 100% of the attendees will be UWL faculty/staff/students. The Request for Approval to Self-Cater form must be submitted 2 business days in advance.

Contact: Rebecah Neitzel, rneitzel@uwlax.edu

Would you like financial assistance provided for your event? – UWL groups may submit a request to the Event Funding Assistance Committee at least 3 weeks in advance
Contact: Tricia Aleckson, taleckson@uwlaex.edu

**Are you hosting a performer/speaker?** – Be sure to communicate their needs to University Reservations. UWU groups should also seek assistance with the contract if needed.

Contact: Drea Higgins, dhiggins@uwlaex.edu

**Do you need to arrange parking accommodations for your guests?** – Work with your University reservations contact

**Do you need Audio Visual or Lighting support?** – Be sure to communicate your needs and ask for a pricing estimate

Contact: Michael Slevin, mslevin@uwlaex.edu

**What is your plan for publicity?** – Be sure to utilize the resources below:

- Campus Publicity Guidelines
- Design & printed materials (flyers, posters, buttons, etc.): COVE Graphics
- UWL Events Calendar: University Communications
- Digital Signage: University Communications
- Tabling in the U and Whitney Center: University Reservations, Rebecah Neitzel rneitzel@uwlaex.edu

Student organizations only – Contact the COVE or Amy Brown, abrown2@uwlaex.edu for more information regarding: MyOrgs, Banners, Window painting, Mass emails, Bulletin boards on campus

**Do you need a cash box?** – UWU groups may request a cash box through University Centers (3200 Student Union) at least 2 weeks in advance

Contact: Tricia Aleckson, taleckson@uwlaex.edu

**Do you plan to decorate the space for your event?** – Be sure to review the policies and communicate your plans to your University Reservations contact

**Would you like to sell tickets to the event at the Student Union Information Center?** – Requests must submitted at least 2 weeks before you would like tickets go on sale

Contact: Tricia Aleckson, taleckson@uwlaex.edu

**Would you like an Eagle ID reader (iPods used with the readers also available) at your event to record attendance?** – Request one online at least 2 weeks in advance

Contact: Drea Higgins, dhiggins@uwlaex.edu

**Do you have any additional questions?** – Visit University Centers in 3200 of the Student Union. We look forward to helping you plan and execute your event!