

# 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](mailto: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](mailto:abrown2@uwlax.edu)

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

Contact: Drea Higgins, [dhiggins@uwlax.edu](mailto: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](mailto: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](mailto: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](mailto: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@uwlax.edu](mailto:taleckson@uwlax.edu)

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

Contact: Drea Higgins, [dhiggins@uwlax.edu](mailto:dhiggins@uwlax.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@uwlax.edu](mailto:mslevin@uwlax.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@uwlax.edu](mailto:rneitzel@uwlax.edu)

Student organizations only – Contact the COVE or Amy Brown, [abrown2@uwlax.edu](mailto:abrown2@uwlax.edu) for more information regarding: [MyOrgs](#), [Banners](#), [Window painting](#), [Mass emails](#), [Bulletin boards on campus](#)

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

Contact: Tricia Aleckson, [taleckson@uwlax.edu](mailto:taleckson@uwlax.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 be submitted at least 2 weeks before you would like tickets to go on sale

Contact: Tricia Aleckson, [taleckson@uwlax.edu](mailto:taleckson@uwlax.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@uwlax.edu](mailto:dhiggins@uwlax.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!