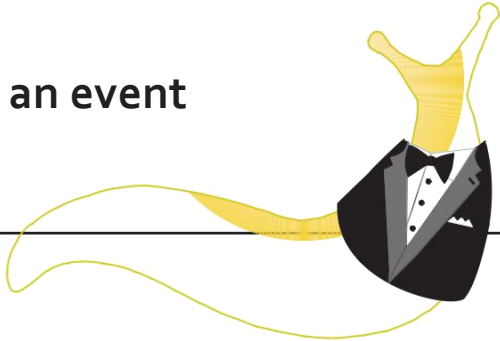


Planning an event



create your ideal event with our campus professionals

Planning an event can be complicated and full of surprises. Events held at UCSC may involve an approval process from a number of different departments. Staff within those departments are available to help you through the process of planning your event. Please use this check list as a general event building and contact guide, as well as an indicator of the kind of information you may be asked to provide.

Checklist

Event Goals



- ☐ create community
- ☐ inform/educate/entertain
- ☐ award/honor
- ☐ fund raise
- ☐ celebrate

Campus Requirements • Resources • Links • Forms

Conference Services

event coordination, conferences

Special Events Office

works with clients to set event objectives and manifest overall goals, designs, produces and manages first-class events, fund raising

Student Organization Advising & Resources

facilitates the safe and successful production of student-initiated events, funding advice

Event Audience

- ☐ students
- ☐ staff/faculty
- ☐ other professional attendees
- ☐ general public

Target Dates / Times

- ☐ competing academic holidays
- ☐ competing religious holidays
- ☐ other event impacts

date range

Permits / Forms

- ☐ building use permit
- ☐ food/alcohol
- ☐ event insurance
- ☐ funding authorization

Campus Events Calendar

events calendar

Office of the Registrar

provides academic and administrative calendars

Campus Life & Dean of Students

major event policy

Procurement and Business Contracts

alcoholic beverage policy

Real Estate Office

for any event that involves use of UCSC facilities by non-UCSC affiliates, REO manages the process for use permits and alcohol permits, and offers links to venues, application forms, and insurance

Risk Services

event insurance

Checklist

Budget

- ☒ ☐ projected itemized costs
☐ secure funding
☐ shared expenses/resources
☐ funding deadlines

Staff / Volunteers

- ☐ volunteers
☐ staff/faculty
☐ students
☐ co-sponsors

Venue

- ☐ meeting room
☐ auditorium
☐ lecture hall
☐ field/meadow
☐ balcony

Food/Beverage

- ☐ catered
☐ potluck
☐ self-prepared
☐ alcohol/non-alcohol

Campus Requirements • Resources • Links • Forms

Office for Diversity, Equity and Inclusion co-funding and co-sponsorship information
diversity.ucsc.edu/diversity/co-funding_info.html

Student Volunteer Center
 locates student volunteers
www2.ucsc.edu/svc/index.php

Arboretum
 facilities rental
arboretum.ucsc.edu/pdfs/eventweddingbrochure.pdf

Bay Tree Conference Center
 facilities rental
careercenter.ucsc.edu/conrooms/rules.cfm

Humanities 1 Conference Rooms
 facilities rental
humanities.ucsc.edu/about/administration/academic-service-centers

ITS Conference Rooms
 facilities rental
its.ucsc.edu/internal/conference-rooms.html

Office of Physical Education, Recreation & Sports
 facilities rental
opers.ucsc.edu/facilities/facility_reservations.html

Office of the Registrar
 schedules classes, facilities and one-time events
classrooms.ucsc.edu/classrooms/

Real Estate Office
 for any event that involves use of UCSC facilities by non-UCSC affiliates, REO manages the process for use permits and alcohol permits, and offers links to venues, application forms, and insurance
reo.ucsc.edu/content/use-permits-and-events

Seymour Center at Long Marine Lab
 facilities rental
seymourcenter.ucsc.edu/facility_rentals

Stevenson Event Center
 facilities rental
stevenson.ucsc.edu/activities/facilities/event-center.html

University Center
 facilities rental
housing.ucsc.edu/ucen/facilities.html

Women's Center
 facilities rental
womenscenter.ucsc.edu

Financial Affairs
 pre-approved caterers
financial.ucsc.edu/Pages/Purchasing_ApprovedSuppliers.aspx

Real Estate Office
 provides permits for caterers to provide food service if not procured by UCSC as part of the event
reo.ucsc.edu/content/use-permits-and-events

University Center Catering

Checklist**Transportation/Parking**

- ☐ shuttles
- ☐ rental vehicles/vans
- ☐ designated parking
- ☐ drivers/valet
- ☐ parking permits

Mobility Impaired/Disabled

- ☐ accessible facilities
- ☐ parking
- ☐ transportation

Grounds/Waste/Custodial

- ☐ grounds impacts
- ☐ watering
- ☐ zero waste
- ☐ refuse/recycling
- ☐ clean-up
- ☐ portable toilets

Safety

- ☐ medical emergency
- ☐ fire
- ☐ civil disturbance
- ☐ natural disaster

Audio/Visual/Equipment Rental

- ☐ screen
- ☐ microphone
- ☐ camera/camcorder
- ☐ projector/monitor
- ☐ VCR/DVD
- ☐ laptop
- ☐ chairs
- ☐ tables
- ☐ stanchions
- ☐ coat racks
- ☐ flag sets
- ☐ lecturnes

Campus Requirements • Resources • Links • Forms**Campus Map**

maps
maps.ucsc.edu/

Fleet Services

vehicle rentals
fleets.ucsc.edu/resform.html

Sign Shop

directional signage, banners
ucscplant.ucsc.edu/ucscplant/Building_Utility/index.jsp?page=Sign_Shop

Transportation and Parking Services

event parking, conflicting events, parking permits,
 lot signage, shuttle reservations, valet parking
taps.ucsc.edu/eventparking

Americans with Disabilities Act Compliance

ADA accessible information
ada.ucsc.edu/

Transportation and Parking Services

accessible parking, disability van service
taps.ucsc.edu

Campus Sustainability

resources and information for sustainable events, zero
 waste sustainability.ucsc.edu/

Environmental Health & Safety

recycling disposal guide
ehs.ucsc.edu/waste_management/pubs/recycling_disposal_guide.php

Grounds Services

recycling, refuse, custodial services, landscape impacts, landscape
 maintenance, and portable toilets
ucscplant.ucsc.edu/ucscplant/index.jsp

Emergency Management

contacts and procedures
emergency.ucsc.edu/procedures

Police Department

event security, policy and procedures
police.ucsc.edu/Request_for_Security.pdf

Learning Technology Services

media equipment, music and video production, video
 conferencing, webcasting, satellite downlink,
 scaffolding its.ucsc.edu/special-events/rates.html

Receiving Services

equipment rental
receiving.ucsc.edu/rentals/index.html

Checklist**Campus Requirements • Resources • Links • Forms****Publicity/Outreach**

- ☒ ☐ flyers/posters/invitations
☐ newspapers/radio/TV PSA's
☐ social networking/Facebook
☐ Email list-servs
☐ Campus Calendar
☐ related organizations
☐ website

City on a Hill Press

UCSC student-run newspaper

www.cityonahillpress.com/**Campus Events Calendar**

events calendar

www1.ucsc.edu/news_events/calendar/**KZSC Radio**

public service announcements

www.kzsc.org/psa/**Mail Services**

bulk mailing

cms.ucsc.edu/BMOverview.html**Copy Center**

self-serve copiers, copyright clearance

service copycenter.ucsc.edu**University Relations**

print/digital communications, mass e-mail, public relation, design

services urelations.ucsc.edu/support/index.html**Other**

- ☐ talent/music
☐ admission tickets/e-tickets
☐ dance floor
☐ canopy/tent
☐ space heaters
☐ barbeque
☐ food warmers
☐ beverage dispensers
☐ tablecloths/linens
☐ portable toilets
☐ programs/pamphlets
☐ nametags/charts
☐ cash box/coin belt
☐ tape/markers
☐ decorations/party favors
☐ uniforms/t-shirts

Procurement and Business Contracts

hiring performers

purchasing.ucsc.edu/howto/performerhowto.html**Ticket Office**

provides ticketing for on and off-campus

events tickets.ucsc.edu/