

UNIVERSITY
OF NEVADA
RENO

**Events Guide
for
Faculty and Staff**

*...a road map for campus event planners
who are faculty and staff...*

Produced by the
University Events Team

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Why an Events Guide?

This Events Guide was created to assist you, the university staff and faculty, who may not plan events often enough to remember all of the details that need to be coordinated. It was a long-term process by a team of university people who work with events on a regular basis. It may still need refinement so as you work with it, please contact the Scheduling Services Office (-6837) for any suggestions you may have.

You will find complete information in the Administrative Manual on the Operation, Use and Maintenance of University Properties in Section 5,000-5,499.

We trust you will find this Guide useful.

It All Starts with the Events Calendar

The Events Calendar is found on the university's web page in Events. Before you select a date for your event, check the Calendar to determine if there are already major events that could impact your intended audience. Once you have selected a date, submit your event to the Calendar. The goal is to minimize scheduling conflicts and to develop, in one document, information on all university-sponsored events whether held on campus or off. It is particularly useful to those of you on campus who routinely produce social, athletic, fund raising and cultural events and key organizations throughout the community.

The calendar includes both campus and community events. Inclusion is at the discretion of the calendar content manager.

Inclusion in the Events Calendar does **NOT** schedule goods and services for your event. You will need to make those arrangements yourself. **This Events Guide will help you.**

Before you set a date for your event, please view the Calendar on the web site to learn how your date would fit into the Events Calendar. Once you have scheduled your event with your chosen facility, please submit the information for the Events Calendar (see button "Submit an Event" on the Events Calendar web page). You will be asked to provide:

- Event Name
- Description
- Start Date Time
- End Date Time
- Location
- Website Link Address
- Website Link Title
- Qualified Sponsoring Organization
- Contact Name
- Contact E-mail
- Contact phone

What Is Your Goal?

There should always be a goal for your event. It may be as simple as recognizing a valued employee or as elaborate as raising \$85,000 while increasing attendance of an annual event by 15%. Write it down and keep it in mind as you plan your event. It is important in making planning decisions and crucial as it pertains to evaluating the success of your event.

Create a Budget

How much do you have to spend on your event and where will the money come from? These are the two most important financial questions to consider.

The budget worksheet will help to walk you through many of the cost considerations involved with producing an event. The worksheet should be completed in the preliminary planning of an event. Call and get costs IN ADVANCE from your vendors. It is helpful to get formal written bids or contracts that outline exactly what is expected.

Some things you will want to consider in the planning process include:

- sponsorships
- joint participation by more than one department
- regulations regarding hosting accounts
- fees or ticket price
- cash donations or gift-in-kind donations

Build an Event Production Schedule

There are several critical times related to planning an event. Taking a moment to build a production schedule will prepare you to work more effectively with your caterer, set-up crew and anyone else who may be involved in helping you produce your event. For best results, you or a knowledgeable representative should be present during set-up and for the duration of your event.

Refer to the *ABCs of Events* and *The Event Checklist* to help determine the elements necessary for your event.

Load-in, room set-up

When will tables and chairs be delivered and set up? Do you need a stage for a head table or for musicians? What other equipment must be delivered and set up? How long will this take? If your event is complex, you may want to schedule your room the day before your event just for set-up. Or you might want to arrange with your facility to accept and store event equipment and decorations to make set-up more convenient. Opportunities vary with the event site.

Tip

- Plan with your site contact to be sure the facility will be unlocked for load-in and set-up or that you have the necessary keys.

Catering set-up

Catering will tell you how much time is needed for dressing tables (linen and skirting), setting tables (dishes and silverware), setting up a bar, etc. Catering will tell you how many tables will be needed for food. Catering starts to set up after tables, chairs and other equipment are in place and must know when your room set-up will be complete.

Tip

- Tables (rectangles), chairs, trash cans are ordered separately from B&G, (-8041). B&G does not do set-ups unless special arrangements are made. Round tables can be ordered from LEC (-4659), fees may apply.

Room-ready, walk-through

At this point, your room should be completely set up, all tables should be dressed and set, any last-minute vacuuming/sweeping should be done, all decorations should be in place and your room should be guest-ready. Allow time to fix any problems. Calculate a minimum of one hour prior to your “doors open” time. This is also a convenient time to schedule any volunteers to show up and receive their event instructions.

Doors Open

This is the time you will permit admission to your event. Doors are unlocked if necessary, your registration table is staffed, bartenders are in place, food is set and ready to serve, musicians are ready to perform and so on. A minimum of 30 minutes prior to your event “start time” is a good rule of thumb. People do arrive early, especially if parking is a concern.

Start Time

State the actual publicized time for your event. Example: Cocktails and hors d'oeuvres from 4:00 to 6:00 p.m.

Food Service

Food service times are tailored to the kind of event you are producing. You might need to plan food service around your program, for example. You must arrange all of these times with Catering.

Program

Do you have a guest speaker? Are you honoring one or more outstanding faculty, staff or community volunteers? Who will introduce your speaker or honorees? Will you need a Master of Ceremonies? Is your program formal or informal? Does your speaker need notes or a script to speak from? Do you need a PA system or audio-visual equipment?

The key to a successful program is to develop a thoughtful agenda. Keep in mind the goal or purpose of your event and stick to that. Keep your program tight and bright. Use a program script if this is a formal affair. You will lose your guests' attention if the program wanders and is overlong.

End of event

All good things must come to an end. You must schedule a time for your event to end so that caterers and maintenance people can schedule load-out and clean-up. Events that run indefinitely can incur additional charges for everything from moving crews and maintenance to liquor and lighting technicians.

If your event is publicized to end at 6:00 p.m., you may want the flexibility to let your guests enjoy themselves until 6:30 p.m. Just be sure you've discussed this latitude with Catering and others who are involved in helping you produce the event.

Tip

- One good way to wrap up an event—close the bar.

Clean-Up/Load-Out

Your event isn't over until the site is cleaned up, food and decorations are removed and your event site has been returned to the condition in which you found it. It is your responsibility to make these arrangements. Clean-up/load-out done after regular working hours can incur overtime charges. How late is the building open? Will you need to pay someone to keep the building open after normal hours? Do you need to schedule an extra day for clean-up?

If you have questions regarding your clean-up operation, consult your site contact.

Tip

- Invite all those involved in helping to produce your event to help you produce a written production schedule for your event, then circulate it. All concerns about timelines have been worked out with the group and the final written timetable should drive everyone's commitment.

The ABCs of Events

(A dictionary of event terms)

Admission Control

It is up to you to decide how to keep track of the people attending your event. You may need someone to take tickets at the door, to check in guests with an RSVP/guest list, or with a hand-held counting device. Door personnel often distribute name tags (see registration). Be sure to set up an adequate space and/or number of tables and chairs for check-in. Be sure to consider security staff if appropriate.

Alcohol

It is the policy of the University of Nevada, Reno that anyone serving alcohol on university property have advance written permission from the Vice President for Student Services or the designee. Request forms must be completed and submitted at least ten (10) working days in advance of the event. Request forms are available through the university website under Forms or through Scheduling (-6837). It is required that when you serve alcohol at an event, you must also serve food and soft drinks. Alcohol must be purchased from and sold or served by campus catering that holds the liquor license.

The university mandates responsible use of alcohol. Those who appear to be underage will and should be carded. Nevada's legal drinking age is 21 years old. If your event includes students as guests, underage students are not permitted to drink alcohol.

Moderation is advocated and today is the accepted norm. However, it is your responsibility to have a plan in place for those who should not drive. (Example: staff to call or signs with taxi phone numbers.)

It is university policy that no one leave an event held on campus with an open container of alcohol. Do not allow guests to collect opened bottles of wine, for example. Plan with campus catering to open wine as needed.

Audio-Visual Equipment

Not all campus facilities have AV equipment. The campus department of Teaching and Learning Technology (TLT, -6085 x230) can provide a variety of equipment to include slide and overhead projectors, PA system, screens, TV monitors and VCRs. There may be a fee for delivery and set-up. Arrangements must be made at least seven (7) working days in advance for use of AV equipment through TLT.

If neither your facility nor TLT have the appropriate AV equipment, then it will be up to you to make arrangements with an outside vendor.

Banners

Some campus facilities have a banner with the university's logo. Banners measuring eight feet wide and six feet tall are available from the University Events Office (-4831). Arrangements must be made five (5) working days in advance and an IPO serves as a refundable deposit. Banners must be returned wrinkle-free.

Budget

It is important to make your budget in the early planning of an event. In addition, you will want to know the funding source (i.e. account number) in advance. A budget worksheet is included as part of this guide. The amount of money you have to spend will drive many of the decisions you have in planning. For instance: a breakfast is the least expensive type of “meal” event to have, followed by lunch. A dinner and reception with bar are about equal in terms of cost.

Tip

- Be sure you have or have access to a Host account for food functions.

Cash Box/Cash

You are responsible for obtaining a cash box and change or “bank” for your event. This may be needed to make change if there will be payment at the door, if you are selling raffle tickets or drink tickets, etc.

Tip

- A bank is an amount of cash in small bills with which to return change to people who may be paying cash.

Catering

Catering is provided through the campus food service. A wide variety of services are available, from beverages to large-scale dinners. Campus Catering can tailor a menu to fit your budget. Also consider your audience, for example, a meal served to all men may need more bread or rolls than a meal served to only women. Simple arrangements may be handled by a phone call (-6143). However, it may be best to schedule a meeting with a catering manager.

Tip

- Serving tables are requested through B&G (-8041) with at least five (5) working days prior notice. Catering does not supply tables (see above).

Campus Catering needs a minimum of two weeks notice before your event and requires two weeks notice for events with groups exceeding 200 guests. Payment is by IPO (Internal Purchase Order) for amounts up to \$2,000 or PO (Purchase Order) Request for amounts over \$2,000. A catering contract is drawn up and signed in advance. Terms and conditions of quantities and cancellation policies will be described in your contract. If you cancel food service arrangements with less than 48 hours notice, you may be subject to a service charge. Call Catering (-6143) early in your planning process to discuss the specific details for your event.

Tip

- The University Inn (323-0321) and LEC (-4659) each handle their own food service arrangements.

Coat Rack/Closet

You may have to make special arrangements for a coat rack and security for the coats during your event. Scheduling a coat rack does not necessarily mean there will be coat hangers. Verify the availability of coat hangers or bring your own. JTSU (-6505) has coat racks for use in that building. LEC (-4659) has coat racks (delivery fee for use in other facilities). B&G (-8041) has coat racks; make arrangements when requesting tables, chairs, trash cans, etc.

Contracts

Some vendors may require a contract or a letter of agreement with signature. In these cases, use a PO and attach the contract. The Director of Purchasing or his designee is authorized to sign such a contract. No one else on campus is authorized to obligate the university by signing a contract or memorandum of understanding or any other form of agreement to provide goods or services except in the case of performing artist agreements which the VP for Administration and Finance has the authority to sign.

Climate Control

Temperature control can be an important factor in the success of your event. University Inn and LEC maintain their own climate control systems; for information about other campus facilities, contact Scheduling (-6837) at least twenty (20) working days prior to your event. Be sure to check temperatures during your walk-through before the event. And be sure you know what phone number to call after regular university hours to adjust heating or cooling.

Tip:

- When you hear the term HVAC, it means heating, ventilating and air conditioning.

Conference Planning, Logistics & Administration

Extended Studies (-4046) is equipped to provide services related to the planning, organizing and staffing of conferences organized by campus faculty and staff at both on and off campus locations. These services include financial administration, computerized registration, registration staff and logistical planning. Fees vary for this service and are determined after an initial meeting with conference liaison.

Custodial Services

Custodial services most likely will be required after your event and in some cases before the event. All areas related to your event need to be cleaned and ready for the next day's business and classes. This would include removing all trash, cleaning the rooms involved, rest rooms, entry ways and hallways. All work is performed by the B&G Custodial Department (-6051) and fees may apply. Arrangements (and an IPO, if necessary) need to be made twenty (20) working days prior to your event.

Tips: The information needed when requesting custodial services

- What is the specific location (building/room), time and date of the event?
- How many people are attending the event?
- Will there be food and drinks?
- Which organization is sponsoring the event?

If you have questions, contact Scheduling (-6837).

Directory Assistance

The university's Centrex system serves as a central information point. Off-campus callers can get telephone numbers for individuals, departments and colleges by calling 784-1110. On-campus callers can dial zero (0) to reach the Centrex operator. Hours are 8:00 a.m. to 5:00 p.m. weekdays. Individuals and departments numbers are also available on-line under Faculty/Staff Directories

Dance Floor

Some facilities do not allow dancing on tile or carpet; ask your facility. Portable dance floors are available on a rental basis from LEC (-4659), and University Inn (323-0321).

Decorations

Before planning decorations, look at your facility and check with your site contact to find out what may be available and if there are rules about what you can use. Some facilities do not allow nails, tacks or tape on walls. There are fire and safety considerations as well.

Decorations are part of your event budget; there is no central office which provides decorations for university events. You will have to provide staff to put up and take down decorations. Allow time for decorating. Coordinate these efforts with the set-up crew and catering.

Design and Artwork

Creative Services (-6126) does design, typesetting and layout of artwork for all types of printed pieces. Writing and editing are also available. There is a charge for these services, and Creative Services requires an IPO before the work is done. Allow one to two weeks for design and proofing. Estimates can be obtained without an IPO.

Donations

All cash and in-kind (food, wine, prizes, etc.) donations must be cleared through the University Events Office (-4831) in concert with Development and Alumni Relations. You must receive approval BEFORE you approach a potential donor. This is at the request of companies in the community who would prefer a coordinated approach to asking for donations. (Development and Alumni Relations may be working with these companies for larger gifts.)

Once approval has been given to approach a donor for a cash or in-kind gift, University Events will guide you in the proper paperwork for your donor to receive credit through Development and Alumni Relations for the gift and appropriate thank-you letters.

You will also need to request a waiver from the Residential Life, Housing and Food Services Director (-1113) for food or beverages being donated by an off-campus entity for an on-campus event.

Drape

Convention-style pipe and royal blue drape is available at JTSU (-6505) for use in that building. It is also available for use within LEC (-4659) and may be available for use in other campus buildings, LECs schedule permitting. Drape is commonly used as a backdrop for a head table or podium in conjunction with a university banner. Although LEC does not charge a rental fee for university departments with events on campus, there will be a fee for labor in delivery and set up. You may pick up, transport and set up equipment using volunteers, but you will have to provide LEC with an IPO in advance which is refundable when equipment is returned.

Dressing Room(s)

Find out in advance if your speaker/entertainer will need a dressing room or if volunteers need a place to change clothes before the event. Check with your site contact and do a walk-through before the event to be sure space is adequate. Not all facilities offer dressing rooms.

You should also plan on providing (volunteer or professional) security for personal belongings left in the dressing room as well as checking to make sure everything is cleared out after the event.

Speakers, entertainers may request food and beverages in their contract rider. Arrangements should be made with Campus Catering (-6143) to provide refreshments for dressing rooms.

Dumpsters

If you serve food to 100 people or more, you may need to arrange for a university dumpster to be brought to your facility. You will also have to schedule pick-up of the dumpster. With at least ten (10) working days advance notice, dumpsters are requested through B&G (-8041).

Easels

Some facilities may have easels and/or frames for signage. Some easels have large pads of paper for presentations. Check with your site contact. Easels are NOT available from TLT. If your site does not have easels and you need them, you are responsible for finding or renting them.

Flags

Flag protocol requires that the American flag be presented to the speaker's right; the Nevada flag would be presented to the speaker's left. If using the university flag, it should be presented to the speaker's left of the Nevada flag. When presenting the American flag as a backdrop, protocol requires the following: whether the flag is presented horizontally or vertically, the field of blue MUST be in the upper left-hand corner as you face the flag. Should you start adding flags from other states and other countries, there are specific ways in which those flags must be presented. Flag protocol information can be obtained from the Military Science Dept. (-6751).

Floor Plan/Diagram

As a planning tool, a floor plan is one of the best methods of directing traffic flow. It is also an exceptional addendum to your written timetable so all parties know how you expect your room to be set up. For copies of floor plans, call Scheduling (-6837).

Food Service

In addition to Campus Catering (-6143), the university operates several food service outlets on campus.

For informal meetings, departmental luncheon celebrations, etc., any of these food service opportunities may work well; arrange to set aside reserved seating or for participants to select meals and adjourn to a meeting room. Participants could pay individually for meals or you could arrange with Food Services (-6727) to pay for all participants on an IPO.

For catered events on campus (see "Catering" above), you are required to use Campus Catering for any food/beverages costing \$50 or more. This does not apply to the University Inn or LEC. Small pot-luck or office events with no admission charge are exempt from this policy. For events which include alcohol, there are specific alcohol policies that apply, so be sure to check with catering as well as the Office of the Vice President for Student Services and see the "Alcohol" section above.

If you are having an event on campus where break time is provided, but not food service (for example, "lunch on your own"), provide your participants with information on the campus food service facilities (name, location, menu) and coordinate with Food Services (-6727) so that they will be prepared with extra food or staff for them.

Independent Contractors

These are speakers, musicians and other off campus vendors whom you are hiring for your event. See Payment Forms on the webpage for the procedure for payment early in your planning. If you hire anyone who is an employee of the University and Community College System of Nevada (such as a musician), the document you need is a PAF (Personnel Action Form).

Invitation lists/mailing labels

Your invitation list is determined by the purpose and type of your event, size of the facility and your budget. Pre-addressed computer mailing labels may be available for alumni and specific university and community groups from the office of Development and Alumni Relations (-1587). Call for information. If you are ordering labels for a bulk mailing, order them in ZIP code order. If ordering labels for a first class mailing, order in alphabetical order. Allow a minimum of ten (10) working days for production. Currently, there is no charge for this service.

Addresses in the computer can be sorted to reach the specific audience you target for your event. The more detailed the information you request, the longer it will take. Addresses may be printed on pressure-sensitive labels for very large runs. A "hard copy" printout of your mailing list is also available. Student names and addresses are not available.

You should not be keeping your own database of information. New labels should be requested for each mailing that you do. This type of information is fluid and changes daily. The office of Development and Alumni Relations uses many resources for upkeep of their database.

You may need the assistance of a mailing house to handle a large mailing. Creative Services (-6126) can offer suggestions.

Invitations

Invitations can take many forms from a flier to a formal, printed invitation. An invitation package could have several pieces including the invitation, a reply card, confirmation card, and appropriate envelopes. While you're thinking about invitations, think also of auxiliary printed pieces you may need, especially if you have a special logo designed for your event. For example: you may also need name tags, programs, seating charts, tickets, maps, receipts, and signs.

It's always a good idea to run your invitation copy by Creative Services (-6126) to be sure you have covered all bases.

Tips:

- In general, give guests two ways to RSVP: by mail or by phone. E-mail is becoming a way to RSVP as well, though you may not want to offer it for more formal functions. For fund raising events, your preference will be to get RSVPs and checks by mail, but having a phone number for further information and credit card payment is always welcome.

- For RSVPs, it's a good idea to ask for name(s) of each guest attending (you're trying to get first and last name, not just Mr. and Mrs. John Smith because you need to know Mrs. Smith's first name), company, address, city, state, ZIP, and contact numbers (land-line, cell) during business hours. Ask for both home and business numbers if you have room. This will either validate your address information or give you an opportunity to get corrections and new information. If you get address corrections or new information, notify the Development and Alumni Relations (-1587), or provide them with returned mail pieces (mail stop 007). This will insure that the next set of labels you request will be more accurate.
- At some point, you need to announce your entrée and give guests a chance to ask for a vegetarian alternative. The RSVP card is a handy way to gather this information.
- Always state the RSVP deadline on the invitation and on the RSVP card. A good rule of thumb is to make your RSVP deadline a minimum of one week before your event, recognizing that some people will continue to call in RSVPs after the deadline.

Calculating your mailing date: For first class, plan to mail a minimum of four (4) weeks prior to the RSVP deadline. For bulk mail, plan to mail a minimum of six (6) weeks before the RSVP deadline.

IPOs, POs, Purchasing Card, Request for Check

For complete information for the use of these documents and others, see the web page under Faculty Staff/Forms

- IPO = Internal Purchase Order and is used to purchase goods and services within the university up to \$2,000 in value.
- PO = really a Request for Purchase Order which you send to Purchasing to purchase items above \$2,000 in value. The fully executed (goods or services received) Purchase Order is processed by Purchasing. If the amount of purchase is above \$5,000, you will need at least two bids. IPO and PO forms are available on-line.
- Purchasing Card = a departmental credit card primarily for use with vendors outside of the university, but accepted by some units on campus, i.e. ASUN Bookstore. Can be use for goods and services up to \$2,000. Authorizations for the use of this card is made through the Purchasing Card office (-1059).
- Request for Check = for single purchases up to \$2,000 for which vendor will not accept credit card payments or for reimbursements of expenses up to \$2,000.

Keys

You are responsible for ensuring that your facility will be open for load-in, set-up and catering, and that it is locked when you leave. Arrangements for keys must be made at least ten (10) working days in advance of your event through Scheduling (-6837) or the facility you are using to ensure that the building you are using will be open and HVAC on. Keys can be pick-up a day or so before your event and are to be returned within a day or so after it.

Give yourself enough time to **try the keys before your event!**

In an emergency, contact the University Police (-4013) for building access. Hours are 8:00 a.m. to 5:00 p.m. weekdays. After regular business hours and on weekends, call police dispatch at 334-2121.

In some facilities, a building supervisor must be present for which there may be an additional fee (i.e., JTSU, LRB). The Catering office does NOT have keys to campus buildings.

Please note that university buildings are converting to Perimeter Security. Keys are not available to open those buildings (see Perimeter Security).

Lawn Sprinklers

All of the university's sprinklers are on automatic timers. If your event is outdoors, you must make arrangements for sprinklers to be shut off at least ten (10) working days in advance of your event directly with B&G (-8041). Do NOT wait until the day of your event; plan ahead!!!

Lighting

Do a site inspection to check your facility for appropriate lighting. Consider the types of indoor (and/or outdoor) lighting you will need. Room lights may need to be adjusted for your program. Think ambiance. What do you want to achieve?

Some facilities are equipped with both incandescent and florescent lighting. Some have theatrical lighting to spotlight a speaker, for example. If you use a spotlight for your speaker, before your lighting tech leaves, stand behind the podium and try to read from typed copy on white paper while establishing eye contact with your imaginary audience. If you can't do it, your speaker may also have problems. Adjust the spotlight(s).

If you need special effects lighting, you may want to contact an independent lighting contractor; there will be a fee for these services. You may also want to consider holding a rehearsal and/or having a script for lighting cues.

Mailing

The university has both first-class and bulk mail permits. All mail is processed through the campus mailroom. The US Post Office has strict rules about mailing permits; the size and shape of mailing pieces, and how they must be sorted. Check with the mailroom BEFORE you print anything that will be mailed (Mailroom/Central Services/Receiving, 1664 North Virginia Street, -6733). This could have an impact on your budget and/or your timeline for mailing.

Overnight Accommodations on Campus

University Inn, 1001 No. Virginia St., 323-0321

Residential Life, Housing and Food Services (dorm rooms during the summer, -1113)

Parking Services and Requirements

Often, the first impression your guests receive occurs when they park on campus. Parking Services has a Parking Services Events Coordinator (-4654) to help you arrange for adequate parking. The department can provide staff to give directions to your guests, directional signs and traffic control. You will need to make arrangements at least ten (10) working days in advance by completing a Parking Arrangements Requests Form. There may be a charge for some services and permits. Once arrangements are made, a confirmation of event date and charges will be mailed within three days of contact.

It is important to give Parking Services as much information as possible about your event, they get asked a lot of questions!

Tips:

- **If the number of guests you expect is large, choose an event site with adequate adjacent parking.**
- **Number of Vehicles:** Parking Services can provide the best service when they know how many vehicles are expected. This helps them plan staffing and may determine the best parking areas for your event.
- **Time and Location:** Parking services can tell you when and where there is parking. Work with the parking services coordinator in advance to get the best parking arrangements for your guests.
- **Temporary Permits:** Every vehicle parked on campus requires a permit. You can obtain temporary permits for your guests from Parking Services. You will need to get them to your guests in ADVANCE of the event. This may entail a separate confirmation mailing with the permit and a map. Temporary permits are also issued through the Information Center kiosk (-1535) at the Ninth and Center Street entrance to campus. But the Information Center MUST have a list of guests and the information about your meeting/event.
- **Disabled Guests/Permits:** The university provides a number of designated parking spaces for disabled drivers. The Parking Services Events Coordinator can help you identify the spaces nearest to the location of your event.
- **Limousines, Buses, etc.:** Parking Services can help make arrangements for off-campus vehicles such as limousines and buses to drop off passengers and park on campus. A good example might include school field trips or charter buses. The university does not provide limousine or bus service for events.
- **Shuttles:** Free shuttles follow regular campus routes. Shuttle route maps are available from Parking Services. Shuttle service can be arranged for evening or weekend events. There is a fee for this service, and arrangements must be made in advance. The university does not provide shuttle service to off-campus destinations.
- **Signage:** Parking Services has standard signage available to help your guests find parking areas especially helpful for large events or events with unfamiliar locations. The signs are professional looking and mounted on "A" frames. Custom signage can be arranged for a fee.
- **Maps:** Parking services will send you a map that you can reproduce and distribute to attendees, showing designated parking areas, as well as your event location.
- **Scheduling of staff:** Parking Services staff can greet your guests and help them find parking areas or provide coned areas for attendees. There is a fee for some parking services, however volunteers, especially students, are not empowered to regulate traffic and parking and are not to be used for this activity.
- **Designated Parking Areas:** The temporary parking permits may only allow guests access to specific parking areas and you will need to make those arrangements in advance. Arranged in advance, "designated or reserved parking" allows you to tell your guests exactly where they are to park.

Tell your guests about the Information Center! The kiosk booth at the 9th and Center Street entrance to campus dispenses temporary parking permits and hands out campus maps, fact guides, and class schedules. The center also has general information about the university. Hours

are 7:30 a.m. to 7:00 p.m. Monday through Thursday and 7:30 a.m. to 4:30 p.m. during fall and spring semesters and 7:30 a.m. to 4:30 p.m. from mid-May (following Commencement) through the third week of August (the week the fall semester begins).

Perimeter Security (see also Keys)

Buildings are being converted to Perimeter Security which means they do not lock and unlock with a key. Instead, a computer system unlocks and locks the building with pre-set times. When you need to utilize a room in a building with Perimeter Security, arrangements must be made at least ten (10) working days in advance through the Scheduling Office (-6837) to ensure that the building will be open.

Plants

The university greenhouse does not provide live plants for special events. If you need plants, you are responsible for obtaining them. Florists and prop rental companies can accommodate your needs for a fee.

Photography/Video

Teaching and Learning Technology (TLT) does not supply photography or video services for non-university related events. Secure and obtain a contract for your photographer and/or videographer a minimum of thirty (30) days before your event.

Podiums

There are two kinds of podiums: floor podiums and table top podiums or lecterns. It's important to specify which you want when making your request. In addition, the university seal is available on some but not all podiums. With at least ten (10) working days advance notice, B&G (-8041) can order podiums and other furniture to be delivered to your site.

Jot Travis Student Union (-6505) has podiums for use in that building only. LEC has podiums for use in that building and may be able to loan a podium, depending on their schedule (-4659); delivery fee may be required.

Police – see Security

Printing

Printing Services (-6559) handles most printing for the university. If you wish to have something printed by an off-campus vendor, you must first obtain a release number from Printing Services.

Printing Services produces invitations, posters, reply cards, envelopes, programs, etc. If you're not sure what you need or what Printing Services can do, it is best to contact them for assistance. Allow ten (10) working days for print production (or more for complex projects).

Printing Services provides design and typesetting. There are charges for design, typesetting and printing, and Printing Services requires an IPO in advance. Estimates can be obtained without the IPO.

Creative Services can also provide design and layout (-6126). For “quick-print” invitations, fliers, etc., the Copy Center (-6810, located at the Central Services/Receiving Complex, 1664 No. Virginia St.), is part of the Printing Services operation. It features a high-quality copy

machine as well as a four-color copier which can reproduce photographs. The Copy Center stocks a variety of papers. There is a charge for copying services, and the Copy Center requires an IPO before the work is done. Turnaround times vary depending on work load.

For very small quantities, check the ASUN Bookstore (-6597) to see what type of invitations or note cards may be in stock.

Consider your audience, budget and timeline before deciding what type of publications you need.

Tip:

- Check your invitation proof carefully before going to print – and then check it again. You may want to have the proof approved by others in your department in advance, so plan on additional time for everyone to have their changes included in the final piece.

Props

Are special themed decorations or props essential for your event? If so, there are several companies and stores that have everything imaginable. Or, you might want to consider renting them from a florist or prop company.

Publicity

Getting your event into the University Events Calendar is Job One on your “to do” list.

Impact/Nevada News (-4941/-1580) The campus faculty/staff newsletter is published once a month and on-line weekly. Call for information.

Sagebrush (-4033) The student newspaper can be viewed on-line at www.unrsagebrush.com. Contact them for their print schedule. Press releases can be sent to Editor, Sagebrush, mail stop 416 or on-line through their website. The *Sagebrush* also publishes display advertising. Rate cards are available in August for the coming year. For a fee they can do art work for your ad. For information, call the Sagebrush advertising/marketing coordinator (-6589). It is wise to reserve your display advertising space as early as possible.

Silver & Blue (-4941) The university's alumni magazine is published four times a year by the Office of Marketing and Communications. Advertising rate cards are available. For information about deadlines, copy requirements and advertising, contact the *Silver & Blue* editor or the Office of Communications. *Silver & Blue* offices are located in Jones Visitor Center.

Off-Campus Media/Paid Advertising You may wish to publicize your event using off-campus media. Local television stations, radio stations and newspapers all have rate cards available. Contact them directly.

If your event is newsworthy (likely to be run as a news story rather than as paid advertising), the Office of Marketing and Communications (-4941) may be able to help with press releases.

Registration Tables and Chairs

Guest registration is an excellent way to orchestrate a quality first impression of your event. Guests always want to know what to do when they arrive. Having name tags with correct names

and spelling of names make guests feel they belong. Registration staff can guide guests to the event, point out rest rooms, let guests know what to do with their coats and generally serve as guest relations facilitators.

If you need a site at which to take money or check in your guests, you must plan how many tables and chairs you'll need, where they should be placed and if you will need Catering to cover and skirt the tables. Be sure to include these in your floor plan for set-up and in the total count of tables and chairs you order. Tables and chairs can be requested through B&G (8041) and must have at least five (5) working days notice. All deliveries depend on availability.

If it is necessary to obtain the name of each guest, you will need to arrange a registration system and provide tables and personnel for check-in.

Responsibility

Yours! Do not assume that placing an order gets the job done. Follow up. Building a written production schedule with all parties involved helps to cement your expectations. You are also responsible for keeping your own financial records and making sure that vendors get paid.

Rest Rooms/Portable Rest Rooms

Are rest room facilities adequate at your event site location? Are they clearly marked? If your event is outdoors or you have a very large crowd, you will need to arrange for appropriate campus buildings to be open or you may need to rent portable rest rooms from an off-campus vendor. For portable rest rooms, there will be a fee. You will need to schedule delivery and pick up. Coordinate with B&G (-8041) for the date(s), time(s) and place(s) (sites on campus) that portable rest rooms will be in use. You **MUST** provide access to rest room facilities for the disabled.

If you need to have adjacent buildings open for rest room service, contact Scheduling (-6837). There may be a fee if overtime is required for building supervisor(s) and custodian(s).

Risers

Risers are portable platforms that come in a variety of sizes and heights and can be used for stages, raised head tables, musician performance and so on. LEC (-4659) and JTSU (-6505) have risers (drapes available upon request). Fees may apply.

Scheduling Services Office

The Scheduling Services Office (-6837) is a unit within Planning, Budget and Analysis under the Vice President for Administration and Finance. This office schedules the use of designated exterior and interior space by university users for ad hoc events.

Tip

- Scheduling primarily schedules classrooms and exterior space (except JTSU lawn, -6505). For other spaces and who to contact, see Building/Room Options below.

The Scheduling office is responsible for coordinating and scheduling the use of designated exterior and interior university space for non-university users including that by university employees for private use (See the Administrative Manual, Section 5,300-5,345 Scheduling University Facilities).

Tip

- For non-university users, Scheduling is the liaison between the user and the other facilities on campus.
- A Certificate of Insurance is required for all non-university events. Risk Management can provide insurance when no other source is available to the user.

Scheduling oversees postings of flyers on Public View Bulletin Boards. The PVBB can be a source of advertising for your event. For non-university events/activities/information fees may apply. Contact Scheduling (-6837) for the Guidelines.

Security

You may be required by law or by campus policy to provide security for your event if a large number of people are expected, if alcohol will be served, if the event is of a controversial nature, or for other factors as determined by University Police. If your speaker or entertainer will have his own security personnel, be sure to check with University Police (-4013 during business hours, after business hours non-emergency 334-2121, emergency 9-911) for campus regulation and coordination. You should notify University Police of any event, regardless of size or complexity, because this helps the police department provide for the safety and security of the entire campus. Contact the University Police as you begin planning your event (-4013); there may be a fee for scheduled security.

Tips

- University Police -- The university police are armed, uniformed and sworn peace officers performing the same law enforcement activities as municipal police agencies.
- ASUN Security can also provide security personnel for your event (-6341).

Site contact

This is the person at your chosen facility who can assist you with various details and steer you in the right direction. LEC (-4659) and the University Inn (323-0321) are geared toward customer service for special events. Other facilities may only be equipped with staff to set up your room. Most facilities on campus require that you handle ALL event arrangements, including ordering and setting up tables, chairs and other equipment, removing trash, etc.

Sound System

A different type of sound system may be needed for a band than for a speaker. Your facility may already have a built in sound system (house sound), or you may need to make special arrangements for a portable sound system. Check with your site contact to be sure that your facility has adequate power for the sound you intend to use.

Confirm sound requirements with your speaker, entertainer. What type of microphone is expected (hand held, lavalier, wireless, fixed microphone on stand, etc.). LEC (-4659) and TLT (-6085 x230) have sound equipment and can offer advice, there may be a charge. You can also obtain sound equipment from off-campus vendors, a PO in advance will be required.

Always schedule a sound check with sound technicians prior to the start of your event. Think seriously about having a sound technician on site during your event. The additional cost far outweighs glitches in poor quality of sound.

Tables and Chairs

The number, kind and size of tables and chairs you need is determined by the type of event. Check first with your site contact to see if the facility already has an adequate number of tables and chairs.

Whether you are using tables and chairs from your facility or borrowed from another department, you must make arrangements for them to be set up and cleared away after the event.

Arrangements for tables, chairs, trash cans, etc. can be made through B&G (-8041) or LEC (-4659). B&G has only 6 foot long rectangular tables available. LEC has rounds available. There may be a fee for the tables and chairs and delivery or removal.

Trash Cans (see also Dumpsters)

Check with your site contact to see if there is an adequate number of trash cans. With a minimum of five (5) working days advance notice, B&G (-8041) will provide delivery and pick-up of extra trash cans. Where do you want the trash cans placed? Do you need Catering to help with the appearance of the trash cans (covering the exterior with linen)?

University Events Office

The University Events Office (-4831) is a department within Development and Alumni Relations. They are event professionals whose priority it is to produce and manage presidential and fund-raising events for the university.

We are always looking for ways to make producing events on campus more efficient. Please send suggestions and comments to the Scheduling Services Office/114, fax 784-4492 or e-mail Scheduling@unr.edu.

Event Planning Contact List

DEPARTMENT	PHONE	FAX	WEBSITE/E-MAIL
Assoc. Students of University of Nevada Office (ASUN)	-6589	-1859	www.asun.unr.edu
ASUN Security	-6341	-1859	www.asun.unr.edu
Bookstore	-6597	-1331	www.asunbookstore.unr.edu
Buildings and Grounds (B&G)	-8041	-1009	www.howler.unr.edu/facilitiesmgt/buildinggrounds
Calendar (University Events Calendar)	-4941	-1422	www.unr.edu/events
Catering	-6143	-1145	kyle@unr.edu
Copy Center	-4620	-1130	(see Printing Services)
Creative Services	-6126	-1422	(see University Relations)
Directory Assistance (when calling on campus)	-0	-1010	
Directory Assistance (When calling from off campus)	784-1110		
Extended Studies	-4046	-4801	Extendedstudies.unr.edu
Harry Reid Engineering Laboratory (HREL)	-6925	-4466	coeweb.engr.unr.edu/welcome_dean
Lawlor Events Center (LEC)	-4659	-4428	www.unr.edu/lawlor
Mailroom	-6733	-1300	(see Printing Services)
<i>Nevada News/Impact</i>	-4941	-1422	(see University Relations)
Parking Services	-4654	-6219	www.howler.unr.edu/facilitiesmgt/parking
Printing Services	-4620	-1130	www.howler.unr.edu/printing_mail_services
Purchasing	-6552	-6017	www.unr.edu/bcnpurchasing
Sagebrush	-4033	-1955	editor@unrsagebrush.com
Scheduling Services	-6837	-4492	Scheduling@unr.edu
Silver & Blue Alumni Magazine	-4941	-1442	(see University Relations)
Student Security	-6589	-1589	(see ASUN Security)
Student Union (JTSU)	-6505	-1859	jtsures@unr.nevada.edu
Teaching & Learning Technologies (TLT)	-6085 x1	-4050	www.unr.edu/edtech
University Events	-4831	-4878	(see Calendar)
University Inn	323-0321	323-2929	www.howler.unr.edu/uinn
University Police Services	-4013	-1695	www.unr.edu/vpaf/police
University Relations	-4941	-1422	www.unr.edu/ur
William Raggio Building Conference Center (Call the Scheduling Services Office)	-6837	-4492	Scheduling@unr.edu

Supporting Documents

To ensure your event is successful, you may need any one or more of the following:

- Alcoholic Beverage Request Form
- Catering Sample Contract
- Campus Map
- Financial Transactions Documents
- List Request Form (for labels)
- Parking Arrangements Request Form
- Shuttle Route Map
- Speaker Pay Document
- Standard Engagement Agreement (Contract)

Building/Room Options

Meeting Rooms <small>Fees may apply</small>	Capacities				
Rooms/Contact phone	theatre	classroom	banquet 6/table	fixed	clear
Harry Reid Engineering Lab -6925					
Room 106				16	
Room 107				8	
Rooms 109-110	160- 60/75	75-50/50	96-36/48		250- 125/125
Jot Travis Student Union -6505					
Mobley 238				10	
Ingersoll Senate Chamber 239				26	
perimeter seating				19	
Hardy 240				10	
Room 241				10	
perimeter seating				5	
Room 242				10	
Room 244	50	30	36		100
Room 245	50	30	36		100
Alumni 246	150	40	90		225
ASUN Auditorium	700	200	300		1400
Wolf Perk Coffee House Only available for programs open to the public; no private events				40	
Catering -6149					
Manzanita Lake Room (lower level JTSU)				125	
Lawlor Events Center -4659					
			rounds available		
President's Room	239		239		597
Silver & Blue Room	713		713		1784
Other areas available upon request					
University Inn 323-0321					
Watts Room	60	25	36		75
Sierra Room	50	25	30		50
Café' 1001 Conference Room				10	
Tahoe Board Room				16	
William Raggio Building Conference Center -6837					
Room 1001 classroom				15	
Room 1002 oval				15	
Room 1003 - east/west	100- 40/60	80-30/50	96		250- 80/170

Event Check List

Event Name: _____

Date: _____

Attendance

Estimated _____

Guarantee _____

Children (12 & under) _____

Times

Set-up for event _____ am/pm

Walk-through _____ am/pm

Doors open _____ am/pm

Event starts _____ am/pm

Food service begins _____ am/pm

Program starts _____ am/pm

Event ends _____ am/pm

Clean up/load out _____ am/pm

Events Schedule

Event Contacts

Pre-event _____

Phone _____

Address _____

On-site and facility access _____

Phone _____

Address _____

Billing Information

Contracts

Ordered _____

Received _____

Returned _____

Certificate of Insurance _____

Facility Arrangements

Set up

AV equipment _____

Banner/flags _____

Cash box/cash _____

Chairs _____

Coat rack/hangers _____

Climate control _____

Dance floor _____

Decorations _____

Directory assistance _____

Drape _____

Dressing room/s _____

Easels _____

Floor plan/diagram _____

Keys _____

Lawn sprinklers off? _____

Lighting _____

Plants _____

Podium _____

Registration table/s _____

Restrooms _____

Risers _____

Sound system _____

Tables _____

Other _____

Clean up

Dumpsters _____

Trash cans _____

Other _____

Invitation Lists

Mailing labels _____

Other _____

Photography/video

Printing

Invitations _____
Envelopes _____
RSVP card/phone _____
Confirmation/envelopes _____
Programs _____
Seating charts _____
Place cards _____
Name tags _____
Receipts _____
Signs _____
Other _____

Admission Control

Tickets _____
RSVPs/guest list _____
No control _____

Registration

Guest Rooms

Food Service

Catering _____
Contract _____
Alcoholic beverages _____

Permit obtained _____
Special services _____

Publicity

Campus Connections _____
Sagebrush _____
Silver & Blue _____

Off-campus media _____
Paid advertising _____
Other _____

Security

Campus police _____
Notification _____
Schedule staff _____
Student security _____
Schedule staff _____
Other security _____

Additional Staffing

Building supers/techs _____
Paid staff _____
Volunteer staff _____

Other

Notes:

Event Budget Worksheet

Event Name _____ Event Date _____

Expense Category	Description of Item/Service	\$ Amount
Facility rental	room rental	_____
	stage rental	_____
	stage crew labor	_____
	custodial labor	_____
	equipment rental (podium, tables, chairs, etc.)	_____
	security	_____
	green fees	_____
	other	_____
Transportation/parking	bus/van rental	_____
	parking attendant	_____
	parking signs	_____
	parking meters	_____
	parking permits	_____
	other	_____
Food service	select menu/s	_____
	beverages/alcohol	_____
	gratuity	_____
	linen	_____
	other	_____
Marketing/advertising	agency expense	_____
	on-campus	_____
	off-campus	_____
	other	_____
Creative services	artwork for invitations/envelopes	_____
	for program	_____
	for name tags	_____
	signs	_____
	certificates	_____
	other	_____
Printing/copy center	invitations/envelopes	_____
	RSVP cards/envelopes	_____
	confirmations/envelopes	_____
	programs	_____
	seating charts	_____
	place cards	_____
	name tags	_____

receipts
 Event Budget Worksheet
 (continued, Expenses)

Expense Category	Description of Item/Service	\$ Amount
Printing/copy center	tickets	_____
	signs	_____
	certificates/ribbons/trophies	_____
	other	_____
Postage	first class	_____
	Other	_____
Entertainment	speaker fee	_____
	travel expenses/lodging/meals	_____
	gifts, other	_____
	music/band	_____
Sound/lights	other	_____
	audio-visual rental	_____
	labor	_____
Decorations	other	_____
	centerpieces	_____
	Plants/flowers	_____
	flags/banners	_____
	souvenirs/favors	_____
	decorative ribbons	_____
	balloons/helium	_____
	costumes/prizes	_____
	pipe/drape	_____
	table drapings/presentational supplies	_____
Photography/video	other	_____
	photographer/videographer	_____
	prints/reprints/enlargements	_____
	framing	_____
Supplies	other	_____

Credit card fee		_____
Total Gross Expenses		_____

Event Budget Worksheet
(continued, Revenue)

Event Name _____ Event Date _____

Revenue Source	Revenue Description	\$ Amount
Table sales	_____ tables @ \$ _____	_____
Ticket sales	_____ tickets @ \$ _____	_____
Sponsors	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Cash donations	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
In-kind donations	_____	_____
	_____	_____
	_____	_____
	_____	_____
Raffle	_____	_____
	_____	_____
Silent auctions	_____	_____
	_____	_____
	_____	_____
Total Gross Revenue		_____
Less Gross Expenses		_____
NET PROFIT/LOSS		_____

