Planning an event at UCSC

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
- fundraise
- celebrate

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 Requirements • Resources • Links • Forms

Conference Services
event coordination, conferences
https://conferenceservices.ucsc.edu

Special Events Office
works with clients to set event objectives and manifest overall goals, designs, produces and manages first-class events, fundraising
https://urelations.ucsc.edu/index.html

Student Organization Advising & Resources
facilitates the safe and successful production of student-initiated events, funding advice
http://soar.ucsc.edu/v2/planning.html

Campus Events Calendar
events calendar
https://events.ucsc.edu

Office of the Registrar
provides academic and administrative calendars
https://registrar.ucsc.edu/calendar/key-dates/index.html

Campus Life & Dean of Students
major event policy
https://deanofstudents.ucsc.edu/pdf/Major-events-policy.pdf

Procurement and Business Contracts
alcoholic beverage policy
https://policy.ucsc.edu/policies/purchasing-and-material-management/evc001.html

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
https://reo.ucsc.edu/events/index.html

Risk Services
event insurance
https://risk.ucsc.edu/insurance/insurance-requirements/uc-insurance-requirements-events.html
## 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

## Campus Requirements • Resources • Links • Forms

### Office for Diversity, Equity and Inclusion
Co-funding and co-sponsorship information
[https://diversity.ucsc.edu](https://diversity.ucsc.edu)

### Student Volunteer Center
Locates student volunteers
[https://www2.ucsc.edu/svc/](https://www2.ucsc.edu/svc/)

### Arboretum
Facilities rental
[https://arboretum.ucsc.edu/site-rentals/index.html](https://arboretum.ucsc.edu/site-rentals/index.html)

### Bay Tree Conference Center
Facilities rental
[http://www.careercenter.ucsc.edu/conrooms/rules.cfm](http://www.careercenter.ucsc.edu/conrooms/rules.cfm)

### Cowell Ranch Hay Barn
Facilities rental
[https://cowellhaybarn.ucsc.edu/index.html](https://cowellhaybarn.ucsc.edu/index.html)

### Humanities 1 Conference Rooms
Facilities rental
[https://humanities.ucsc.edu/about/divisional-services/conference-rooms/](https://humanities.ucsc.edu/about/divisional-services/conference-rooms/)

### ITS Conference Rooms
Facilities rental
[https://its.ucsc.edu/internal/conference-rooms.html](https://its.ucsc.edu/internal/conference-rooms.html)

### Office of Physical Education, Recreation & Sports
Facilities rental
[https://opers.ucsc.edu/facilities/reservations.html](https://opers.ucsc.edu/facilities/reservations.html)

### Office of the Registrar
Schedules classes, facilities and one-time events
[https://classrooms.ucsc.edu/classrooms/](https://classrooms.ucsc.edu/classrooms/)

### Quarry Amphitheater
Facilities rental
[https://quarry.ucsc.edu](https://quarry.ucsc.edu)

### Real Estate Office
For any event that involves use of UCSC facilities by non-UCSC affiliates, and offers links to venues, application forms, and insurance
REO manages the process for use permits and alcohol permits,
[https://reo.ucsc.edu/events/index.html](https://reo.ucsc.edu/events/index.html)

### Seymour Center at Long Marine Lab
Facilities rental
[https://seymourcenter.ucsc.edu/visit/plan-a-private/facility-rental-information/](https://seymourcenter.ucsc.edu/visit/plan-a-private/facility-rental-information/)

### Stevenson Event Center
Facilities rental
[https://stevenson.ucsc.edu/activities/facilities/event-center.html](https://stevenson.ucsc.edu/activities/facilities/event-center.html)

### University Center
Facilities rental
[https://ucenter.ucsc.edu/meeting-rooms/](https://ucenter.ucsc.edu/meeting-rooms/)

### Women's Center
Facilities rental
[https://womenscenter.ucsc.edu/reservations/index.html](https://womenscenter.ucsc.edu/reservations/index.html)
## Checklist

### Food/Beverage

- [x] catered
- [ ] potluck
- [ ] self-prepared
- [ ] alcohol/non-alcohol

### Transportation/Parking

- [ ] shuttles
- [ ] rental vehicles/vans
- [ ] designated parking
- [ ] drivers/valet
- [ ] parking permits

### MobilityImpaired/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

## Campus Requirements • Resources • Links • Forms

### Financial Affairs

- Pre-approved caterers
  - [https://financial.ucsc.edu/Pages/PS_Approved_Caterers.aspx](https://financial.ucsc.edu/Pages/PS_Approved_Caterers.aspx)

### Real Estate Office

- Provides permits for caterers to provide food service if not procured by UCSC as part of the event
  - [https://reo.ucsc.edu/events/index.html](https://reo.ucsc.edu/events/index.html)

### University Center Catering

- Catered food and beverages
  - [https://catering.ucsc.edu](https://catering.ucsc.edu)

### Campus Map

- [https://maps.ucsc.edu](http://maps.ucsc.edu)

### Financial Affairs

- Pre-approved charters
  - [https://financial.ucsc.edu/Pages/PS_Approved_Charters.aspx](https://financial.ucsc.edu/Pages/PS_Approved_Charters.aspx)

### Fleet Services

- Vehicle rentals
  - [https://fleets.ucsc.edu/rentals/index.html](https://fleets.ucsc.edu/rentals/index.html)

### Sign Shop

- Directional signage, banners
  - [https://physicalplant.ucsc.edu/plan-plant/services/bu-and-fs/sign-shop/](https://physicalplant.ucsc.edu/plan-plant/services/bu-and-fs/sign-shop/)

### Transportation and Parking Services

- Event parking, conflicting events, parking permits, lot signage, shuttle reservations, valet parking
  - [https://taps.ucsc.edu/event-parking/index.html](https://taps.ucsc.edu/event-parking/index.html)

### Americans with Disabilities Act Compliance

- ADA accessible information
  - [https://ada.ucsc.edu](https://ada.ucsc.edu)

### Transportation and Parking Services

- Accessible parking, disability van service
  - [https://taps.ucsc.edu](https://taps.ucsc.edu)

### Campus Sustainability

- Resources and information for sustainable events, zero waste
  - [https://sustainability.ucsc.edu](https://sustainability.ucsc.edu)

### Environmental Health & Safety

- Recycling disposal guide
  - [https://ehs.ucsc.edu/programs/waste-management/recycling-disposal/](https://ehs.ucsc.edu/programs/waste-management/recycling-disposal/)

### Grounds Services

- Recycling, refuse, custodial services, landscape impacts, landscape maintenance, and portable toilets
  - [https://physicalplant.ucsc.edu](https://physicalplant.ucsc.edu)

### Emergency Management

- Contacts and procedures
  - [https://oes.ucsc.edu/emergency-management/index.html](https://oes.ucsc.edu/emergency-management/index.html)

### Police Department

- Event security, policy and procedures
  - [https://police.ucsc.edu/services/event.html](https://police.ucsc.edu/services/event.html)
### Checklist

**Audio/Visual/Equipment Rental**
- [ ] screen
- [ ] microphone
- [ ] camera/camcorder
- [ ] projector/monitor
- [ ] VCR/DV
- [ ] laptop/streaming
- [ ] chairs
- [ ] tables
- [ ] stanchions
- [ ] coat racks
- [ ] flag sets
- [ ] lecterns
- [ ] Assisted Listening Devices

**Publicity/Outreach**
- [ ] flyers/posters/invitations
- [ ] newspapers/radio/TV PSAs
- [ ] social networking/Facebook/Twitter
- [ ] Email lists
- [ ] Campus Calendar
- [ ] related organizations
- [ ] website

### Campus Requirements • Resources • Links • Forms

#### Learning Technology Services
media equipment, music and video production, video conferencing, webcasting, satellite downlink, scaffolding
[https://its.ucsc.edu/services/media-events.html](https://its.ucsc.edu/services/media-events.html)

#### Receiving Services
equipment rental
[https://www.receiving.ucsc.edu/event-equipment-rentals/index.html](https://www.receiving.ucsc.edu/event-equipment-rentals/index.html)

#### City on a Hill Press
UCSC student-run newspaper
[http://www.cityonahillpress.com](http://www.cityonahillpress.com)

#### Campus Events Calendar
events calendar
[https://events.ucsc.edu](https://events.ucsc.edu)

#### KZSC Radio
public service announcements
[https://www.kzsc.org/contact/psa/](https://www.kzsc.org/contact/psa/)

#### Mail Services
bulk mailing
[https://www.cms.ucsc.edu](https://www.cms.ucsc.edu)

#### Copy Center
self-serve copiers, copyright clearance service
[https://www.copycenter.ucsc.edu](https://www.copycenter.ucsc.edu)

#### University Relations
print/digital communications, mass e-mail, public relation, design services
[https://urelations.ucsc.edu](https://urelations.ucsc.edu)

#### Procurement and Business Contracts
hiring performers
[https://financial.ucsc.edu/Pages/PS_How_To_Buy_Guide.aspx#over_artist](https://financial.ucsc.edu/Pages/PS_How_To_Buy_Guide.aspx#over_artist)

#### Ticket Office
provides ticketing for on and off-campus events
[https://ucsctickets.universitytickets.com](https://ucsctickets.universitytickets.com)

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**University of California at Santa Cruz**
**Transportation & Parking Services**

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