

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
- fund raise
- 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

www2.ucsc.edu/conference/

Special Events Office

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

urportal.ucsc.edu/portal/page/portal/ur_toolkit/URToolkit_Main_page

Student Organization Advising & Resources

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

soar.ucsc.edu/v2/

Campus Events Calendar

events calendar

events.ucsc.edu/index.html

Office of the Registrar

provides academic and administrative calendars

reg.ucsc.edu/calendar/

Campus Life & Dean of Students

major event policy

campuslife.ucsc.edu/student_resources/event_planning.php

Procurement and Business Contracts

alcoholic beverage policy

policy.ucsc.edu/pdf/evc001.pdf

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

Risk Services

event insurance

risk.ucsc.edu/eventinsurance

Checklist

Budget

- projected itemized costs
- secure funding
- shared expenses/resources
- funding dealines

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/

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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

catered food and beverages
housing.ucsc.edu/ucen/catering.html

Checklist

Campus Requirements • Resources • Links • Forms

Transportation/Parking

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

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

Mobility/Impaired/Disabled

- accessible facilities
- parking
- transportation

Americans with Disabilities Act Compliance

ADA accessible information
ada.ucsc.edu/

Transportation and Parking Services

accessible parking, disability van service
taps.ucsc.edu

Grounds/Waste/Custodial

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

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

Safety

- medical emergency
- fire
- civil disturbance
- natural disaster

Emergency Management

contacts and procedures
emergency.ucsc.edu/procedures

Police Department

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

Audio/Visual/Equipment Rental

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

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/

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