# Planning an event at UCSC

*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

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**Office for Diversity, Equity and Inclusion**
co-funding and co-sponsorship information
https://diversity.ucsc.edu

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**Student Volunteer Center**
locates student volunteers
https://www2.ucsc.edu/svc/

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**Arboretum**
facilities rental
https://arboretum.ucsc.edu/site-rentals/index.html

**Bay Tree Conference Center**
facilities rental
http://www.careercenter.ucsc.edu/conrooms/rules.cfm

**Cowell Ranch Hay Barn**
facilities rental
https://cowellhaybarn.ucsc.edu/index.html

**Humanities 1 Conference Rooms**
facilities rental
https://humanities.ucsc.edu/about/divisional-services/conference-rooms/

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

**Office of Physical Education, Recreation & Sports**
facilities rental
https://opers.ucsc.edu/facilities/reservations.html

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

**Quarry Amphitheater**
facilities rental
https://quarry.ucsc.edu

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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

**Seymour Center at Long Marine Lab**
facilities rental
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

**University Center**
facilities rental
https://ucenter.ucsc.edu/meeting-rooms/

**Women's Center**
facilities rental
https://womenscenter.ucsc.edu/reservations/index.html

## Checklist

## Campus Requirements • Resources • Links • Forms

**Food/Beverage**

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

**Financial Affairs**
pre-approved caterers
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

**University Center Catering**
catered food and beverages
https://catering.ucsc.edu

**Transportation/Parking**

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

**Campus Map**
maps
http://maps.ucsc.edu

**Financial Affairs**
pre-approved charters
https://financial.ucsc.edu/Pages/PS_Approved_Charters.aspx

**Fleet Services**
vehicle rentals
https://fleets.ucsc.edu/rentals/index.html

**Sign Shop**
directional signage, banners
https://physicalplant.ucsc.edu/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

**MobilityImpaired/Disabled**

☐ accessible facilities
☐ parking
☐ transportation

**Americans with Disabilities Act Compliance**
ADA accessible information
https://ada.ucsc.edu

**Transportation and Parking Services**
accessible parking, disability van service
https://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
https://sustainability.ucsc.edu

**Environmental Health & Safety**
recycling disposal guide
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

**Safety**

☐ medical emergency
☐ fire
☐ civil disturbance
☐ natural disaster

**Emergency Management**
contacts and procedures
https://oes.ucsc.edu/emergency-management/index.html

**Police Department**
event security, policy and procedures
https://police.ucsc.edu/services/event.html

## Checklist

## Campus Requirements • Resources • Links • Forms

### 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

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

**Receiving Services**
equipment rental
https://www.receiving.ucsc.edu/event-equipment-rentals/index.html

### Publicity/Outreach

☐ flyers/posters/invitations
☐ newspapers/radio/TV PSAs
☐ social networking/Facebook/Twitter
☐ Email lists
☐ Campus Calendar
☐ related organizations
☐ website

**City on a Hill Press**
UCSC student-run newspaper
http://www.cityonahillpress.com

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

**KZSC Radio**
public service announcements
https://www.kzsc.org/contact/psa/

**Mail Services**
bulk mailing
https://www.cms.ucsc.edu

**Copy Center**
self-serve copiers, copyright clearance service
https://www.copycenter.ucsc.edu

**University Relations**
print/digital communications, mass e-mail, public relation, design services
https://urelations.ucsc.edu

### 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
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

*from*
UNIVERSITY OF CALIFORNIA AT SANTA CRUZ
TRANSPORTATION & PARKING SERVICES