

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/evcoo1.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>

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

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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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

Food/Beverage

- 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

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>

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>

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>

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>

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

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

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

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>

Receiving Services

equipment rental
<https://www.receiving.ucsc.edu/event-equipment-rentals/index.html>

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>

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://ucstickets.universitytickets.com>

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