

This is the information you will need to book a room at UWRF for a **Simple Event**:

- Date (s)?
- Start and End Time of event?
 - a. What time will you or your associates be arriving?
 - b. What time will participants at the event be arriving?
 - c. How long will it take you/your group to clean up?
- What type of space are you looking for?
 - a. Specific area-meeting rooms, classroom buildings, outdoor **or**
 - b. Specific building **or**
 - c. Specific views (classroom spaces, large lecture halls, meeting rooms, etc)?
- Estimated number of people attending
- Event Name (please do not include meeting, conference, etc in the title because that will show up when you choose the event type)
- Event Type (meeting, class, lecture, performance, etc)
- Customer (Campus Department)
- Contact Information
- Which calendar to display info? (Athletics, Music, Meetings, No Calendar etc)
 - a. Select *No Calendar when using VEMS and then submit a more detailed announcement using link below*
- Any production needs (Audio, Visual, Tech)?
 - a. Technology podium, projector and screen
 - b. Polycom conference phone
 - c. Skype telecommunications service
 - d. Any other technology needs
- Setup Notes
 - a. Registration tables
 - b. E-clips for sign holders
 - c. Special table or chair arrangements
 - d. Any other information about room setup
- Billing Information-**the entire account code**
 - a. Ex: 123-4-678900

When you have all of this information, go to VEMS to book your room.

<http://vems.uwrf.edu>

Items to Consider When Scheduling a Big Event at UWRF

- Date (s)?
- Start and End Time of event?
 - a. What time will participants at the event be arriving?
 - b. What time will you or your associates be arriving?
 - c. How long will it take you/your group to clean up?
- What type of space are you looking for?
 - a. Specific area-meeting rooms, classroom buildings, outdoor **or**
 - b. Specific building
- Estimated number of people attending
 - a. Will you need break out spaces?
- Event Name
- Event Type (meeting, class, lecture, performance, etc)
- Customer (Campus Department)
- Contact Information
- Which calendar to display info? (Athletics, Music, Meetings, No Calendar etc)
 - a. Select *No Calendar* when using VEMS and then submit a more detailed announcement using link below
 - b. If you are scheduling more than one space, it is recommended that you choose *No Calendar* and submit a more detailed announcement using link below
- Billing Information-the entire account code
 - a. Ex: 123-4-567890
- Any production needs?
 - a. Technology podium, projector and screen
 - b. Polycom conference phone
 - c. D.J. Sound System or dance floor
 - d. Microphone or sound equipment
- Will your participants be using the north or south UC entrance?
- Have you arranged for parking needs of off-campus participants?
 - a. www.uwrf.edu/parking
 - b. Do you need outdoor parking/directional signs? (for a fee from Conferences & Events)
- Do you have plans for directional signs in the building to help guide participants to the event? (e-clips for inside the building)
- Setup Details
 - a. Is there a registration table?
 - b. Decorations?
 - c. Place to hang coats?
 - d. Tables and chairs?
 - i. Table coverings, skirts
 - e. Oriented which direction in the room?
 - f. Food and beverages? Alcohol?
 - i. See links below
 - g. Music or entertainment?
 - i. Live music = when, where, arrival and load in needs, contract?
 - ii. Recorded music = DVD, CD, iPod, House sound XM?
 - iii. Lighting needs?
 - iv. Technology needs?
 - h. Presentation or speech?
 - i. On a stage – if so what size and height (Ballroom)
 - ii. On stage or to the side (Falcon's Nest)
 - iii. Technology podium with screen?

We welcome you to setup an appointment with Campus Reservations to walk through available spaces and go over the details of your event.
(reservations@uwrf.edu)

This information must be finalized no later than 30 days before event to avoid late add/change fees.

Important Links

Alcohol

Request form: <http://sa.uwrf.edu/apps/reservations.alcohol-request-form>

An alcohol request form needs to be filled out a minimum of 30 days before the event. There are also special limitations on the amount of alcohol that can be served. Please contact catering@uwrf.edu for more information.

No alcohol can be served on University property unless coordinated through Sodexo

Catering in the University Center

- Having a bag lunch/dinner (not going to share with anyone) is allowed except inside Riverside Commons.
- Bringing in your own food to be shared with other people is not allowed
- You can host catered events by contacting catering@uwrf.edu or calling (715)425-3274.

<http://uwrf.catertrax.com> or catering@uwrf.edu

Catering Elsewhere on Campus

- You can have "pot luck" type events in buildings other than the University Center on campus but please make sure you clean up after yourself.
- You are allowed to use outside catering companies if you choose but you may also contact Sodexo for service

<http://uwrf.catertrax.com> or catering@uwrf.edu

Campus Calendar

If you are scheduling more than one space, it is recommended that you choose *No Calendar* and submit a more detailed announcement.

<http://events.uwrf.edu/AddEvent.aspx>

Outdoor Use

[Outdoor Request Form](#)

VEMS

Please note that once you book a space on VEMS, even if you have not received the *Confirmed* status confirmation from Campus Reservations, the space is booked and you should be able to use it during the requested time.

<http://vems.uwrf.edu>