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](http://vems.uwrf.edu)

Updated July 2010
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.

Updated July 2010
Important Links

Alcohol

Request form: [http://sa.uwrf.edu/apps/reservations.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](mailto: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](mailto:catering@uwrf.edu) or calling (715)425-3274.

[http://uwrf.catertrax.com](http://uwrf.catertrax.com) or [catering@uwrf.edu](mailto: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](http://uwrf.catertrax.com) or [catering@uwrf.edu](mailto: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](http://events.uwrf.edu/AddEvent.aspx)

Outdoor Use

[http://www.uwrf.edu/Reservations/SpecialRoomsAndSpaces.cfm](http://www.uwrf.edu/Reservations/SpecialRoomsAndSpaces.cfm)

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](http://vems.uwrf.edu)