



Student Activities
& Union Facilities

MAJOR EVENT PLANNING FOR STUDENT GROUPS

A major event is defined as a reservation of either or both ballrooms, the auditorium, or a conference that utilizes several meeting rooms. Examples of major events include: Dances, Concerts, Performances, Conferences, Large Lectures, Talent Shows & Films.

Major events often require more planning and in most cases must satisfy several University requirements. While planning an event is a rewarding experience, it requires a commitment of time and attention to detail to be successful. We in the HUB Event Services Office are here to assist you any way that we can and will assign an Event Coordinator to work with you for your program.



While we will do our best to accommodate your Reservation Request please keep in mind that Major Event space fills up very quickly and advance planning of up to 2 years in advance may be required to reserve your desired date and event space.

For registered student groups, we strongly recommend that you consult a Student Activities Adviser before making your reservation. Advisers can be contacted in 207 HUB (543-2380) and will have great suggestions and provide assistance in the planning process as well.

Please note the following:

- ✓ **EVENT PLANNING MEETING:** An Event Planning Meeting is often recommended at least a month prior to your program in order to go over all the event details needed for your program. Feel free to schedule this meeting even earlier to help with your budget preparation.
- ✓ **RENTAL COSTS:** Please see our Rate and Information packet for a full list of Room, Seating, Personnel and Audio Visual charges. **Never** assume rental costs; always refer to an official written estimate from our office. These charges will be outlined in full on your Confirmation.
- ✓ **SECURITY COSTS:** Some major events require either UW Police, SAUF Event Staff or both to provide security at your event. These costs are added to your reservation and will be discussed in your Planning Meeting.
- ✓ **TICKET & TICKET CREW COSTS:** There are specific city, state, and UW requirements governing ticket sales at events. Don't print or sell tickets to an event until you have had your planning meeting. We do not allow ticket sales at the door and we require a UW Ticket Crew for events that are selling tickets. Advanced arrangements for day of tickets sales **can** be made through the HUB Ticket Office (543-2277)
- ✓ **EQUIPMENT & TECHNICAL COSTS:** HUB facilities don't include access to theatrical lighting or large sound systems. Please plan ahead for what types of equipment you'll need, furnishings that will be necessary, and your electrical requirements. More information on sound and light is available during your Event Planning Meeting.
- ✓ **DEPARTMENTAL SPONSORSHIP, PERMITS & OTHER REQUIREMENTS:** If you are opening your event to the non-university community, you will need to obtain departmental sponsorship for your event (see the additional hand out on events open to the general public). Any sales at your event also require a special permit, please see your Student Activities Office Adviser.
- ✓ **DECORATIONS & SIGNS:** There is a strict **no taping** or **tacking policy** on any painted or wood surface in the building. All signs are restricted to easels or designated posting areas throughout the facility (see additional handouts or ask for more info on decorations and banners).

Feel free to contact us anytime if you have any questions or if we can be of assistance.

major2.pub
9/95