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

**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

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

Real Estate Office
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

## Food/Beverage
- [x] 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](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](https://reo.ucsc.edu/events/index.html)

## University Center Catering
- catered food and beverages
- [https://catering.ucsc.edu](https://catering.ucsc.edu)

## Campus Map
- maps
- [http://maps.ucsc.edu](http://maps.ucsc.edu)

## Financial Affairs
- pre-approved charters
- [https://financial.ucsc.edu/Pages/PS_Approved_Charters.aspx](https://financial.ucsc.edu/Pages/PS_Approved_Charters.aspx)

## Fleet Services
- vehicle rentals
- [https://fleets.ucsc.edu/rentals/index.html](https://fleets.ucsc.edu/rentals/index.html)

## Sign Shop
- directional signage, banners
- [https://physicalplant.ucsc.edu/plant-services/bu-and-fs/sign-shop/](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](https://taps.ucsc.edu/event-parking/index.html)

## Americans with Disabilities Act Compliance
- ADA accessible information
- [https://ada.ucsc.edu](https://ada.ucsc.edu)

## Transportation and Parking Services
- accessible parking, disability van service
- [https://taps.ucsc.edu](https://taps.ucsc.edu)

## Campus Sustainability
- resources and information for sustainable events, zero waste
- [https://sustainability.ucsc.edu](https://sustainability.ucsc.edu)

## Environmental Health & Safety
- recycling disposal guide
- [https://ehs.ucsc.edu/programs/waste-management/recycling-disposal/](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](https://physicalplant.ucsc.edu)

## Emergency Management
- contacts and procedures
- [https://oes.ucsc.edu/emergency-management/index.html](https://oes.ucsc.edu/emergency-management/index.html)

## Police Department
- event security, policy and procedures
- [https://police.ucsc.edu/services/event.html](https://police.ucsc.edu/services/event.html)
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

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://ucsctickets.universitytickets.com