

# general guidelines for event planning@uci

Here are some basic steps to event planning at UCI. Before proceeding with your event, don't forget to run it by your advisor and work with an event planner in Student Center & Event Services (SC&ES) if you're holding the event on campus.

## step one: organize

- A. Idea/title for event: \_\_\_\_\_
- B. Choose an event date: \_\_\_\_\_
- C. Reserve a venue: \_\_\_\_\_
- D. Create a timeline and deadlines:  
contact speakers/presenters: \_\_\_\_\_  
confirm speakers/presenters: \_\_\_\_\_  
print invitations/publicity: \_\_\_\_\_  
distribute publicity: \_\_\_\_\_  
RSVP deadline: \_\_\_\_\_  
food/catering order: \_\_\_\_\_  
supplies & decorations purchased: \_\_\_\_\_

- E. Create a budget of costs:  
publicity material: \_\_\_\_\_  
facilities: \_\_\_\_\_  
food: \_\_\_\_\_  
parking: \_\_\_\_\_  
speaker fees: \_\_\_\_\_  
decorations: \_\_\_\_\_

F. Determine INSURANCE needs  
(<http://uci.marshcampusconnexions.com/>)

G. Submit performance agreements/contracts for speakers and performers with ASUCI

- H. Services to arrange (SC&ES):  
room setup: \_\_\_\_\_  
equipment needs and A/V: \_\_\_\_\_  
parking needs: \_\_\_\_\_  
smart classrooms: \_\_\_\_\_  
food permit: \_\_\_\_\_  
amplified sound request: \_\_\_\_\_

## step two: resources and getting the word out

A. Who is your staff? \_\_\_\_\_

### B. Secure funding

- How much money does our organization have in our account for this event? \_\_\_\_\_
- Which funding boards can fund this event? \_\_\_\_\_
- What free or cheap things are available to me as a registered org? \_\_\_\_\_

C. Organize sub-committees to complete specific tasks \_\_\_\_\_

### D. Make publicity materials and begin to distribute

- Which specific groups can you publicize to and how will you publicize? \_\_\_\_\_

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## step three: day of

- A. Arrive early to set up and meet with all of your committee members
- B. Make a detailed (minute-by-minute) schedule
- C. What is each person in your organization responsible for?
- D. Make sure you have a take-down plan (who will help clean up, put equipment away, etc. and how much time will it take?)

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## step four: post-event

- A. Write thank you cards
- B. Complete budget and reimbursements/check requests with ASUCI
- C. Evaluate program (on-line survey, survey hand outs or e-mail for feedback)
- D. Hold a post-event for improvement with your committee to analyze data from survey and make suggestions for improvements for next year or the next event.
- E. Praise committee for hard work that they've completed!

# HAPPY PLANNING!

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## other event planning resources:

The following areas have different space available which you can rent out as a student organization. Contact the department listed below for more details. Please note that only authorized signers of an organization should be reserving facilities.

### Alumni House

Contact the UCI Alumni Association at (949) 824-ALUM or visit, [http://www.alumni.uci.edu/membership\\_and\\_benefits/alumni\\_house\\_rental.html](http://www.alumni.uci.edu/membership_and_benefits/alumni_house_rental.html)

### ARC

To reserve ARC facilities you must complete a facilities reservation application you can retrieve from the ARC. This form must be reviewed by the Office of the Dean of Students before being approved. Contact the ARC directly for more information. (949) 824-5346

### Bren Events Center

For information on renting the Bren Events Center, visit <http://www.bren.uci.edu/rental/arena.html> or contact the Bren Events Center (949) 824-5000

### Crawford Hall/Athletic Fields

To reserve Crawford Hall contact the ARC. You must complete a facilities reservation application you can retrieve from the ARC. This form must be reviewed by the Office of the Dean of Students before being approved. Contact the ARC directly for more information. (949) 824-5346

### Cross-Cultural Center

To reserve the Dr. Joseph White Room, Ring Room, Conference Rooms in the Cross-Cultural Center Download the application from the CCC website, [www.ccc.uci.edu](http://www.ccc.uci.edu). Fill out the form, sign it, and turn it in to the Cross-Cultural Center 3rd floor offices. To check for the availability of a room, call (949) 824-7215

### Paul Merage School of Business

Contact Facilities Management for the School of Business for information on reserving space. Berlester Mitchell, [bmitchell@merage.uci.edu](mailto:bmitchell@merage.uci.edu), (949) 824-3242

### School of the Arts

For information on how to reserve space in the School of the Arts, contact Toby Weiner, [tweiner@uci.edu](mailto:tweiner@uci.edu) or Don Hill, [donhill@uci.edu](mailto:donhill@uci.edu).

### School of Education

Contact Facilities Management for the School of Business for information on reserving space. Darryl Brown, [darrylb@uci.edu](mailto:darrylb@uci.edu), (949) 824-8063

### School of Law

Contact the School of Law directly about any space reservation opportunities they may have.

### School of Medicine

To reserve the board room or conference rooms in Hewitt Hall, contact: Kathy D. Talafous, [kdtalaf@uci.edu](mailto:kdtalaf@uci.edu), (949) 824-6773. First come first serve. E-mail sent as confirmation. No cost.

To reserve rooms in Spraug Hall, contact: Patricia Depetris, [pdepetri@uci.edu](mailto:pdepetri@uci.edu) (949) 824-2054. Form must be completed and faxed before a room can be reserved. Account number is requested in case of incident. No cost.

To reserve rooms in Tamkin Hall, Multi-labs in Med-Surge 2, Classes in the E-Building. Contact: Carroll Rudy, [Crudy@hs.uci.edu](mailto:Crudy@hs.uci.edu), (949) 824-6138. Form that must be completed in triplicate by hand. E-Building is only for Medical student related activities. No cost.

### University Club

To find information on reserving space & catering with the University Club visit, <http://www.uclub.uci.edu/Catering.php> or contact them directly at (949) 824-7960

### University Extension

Contact University Extension directly about reserving any space that is available to students. (949) 824-5414

### Vista del Campo/Vista Del Campo Norte

To find out what facilities are available to reserve contact VDC and VDC Norte directly, (949) 854-0900 or (949) 856-4600