

PRIORITY DEADLINE: March 20, 2020



SINGLE EVENTS REQUEST FORM 2020 Fall Semester

(September 1, 2020 - December 31, 2020)

Dates to note: Classes Begin on Sept. 2, Labor Day is Sept. 7, Thanksgiving Recess is Nov. 24 (9PM)-Nov. 30 (8AM), Commencement is Dec. 19

Examples of Single/Special Events:

- Single Occurrence
- Dances/Galas/Formals
- Alcohol at the event
- Detailed Setup/ Extensive Technical Needs
- Fashion or Competition Shows
- Large head count (Estimated 70+ people)
- Involving Live Entertainment
- Speaker/ Guest

Requests for the same date and/or facility will be assigned based on the following criteria:

1. Attendance appropriate to facility.
2. Preference to student groups in University Center facilities.
3. Catered events given priority in dining areas.
4. Events having extensive technical needs.
5. Campus-wide recurring events that impact student and facilitate student recruitment.
6. Historical experience with a group as to changes made in requests, cancellations, no-shows to previous reservations, condition of facility after event, and policy.

Please **do not** submit SERIES (any request that is a recurring meeting on a weekly, bi-weekly, monthly basis) requests on this form. Requests will be considered on a first come first serve basis, in addition to the above criteria.

If you have any questions filling this out, please call 262-472-1175 or email rooms@uww.edu.

Once completed, return your request to UC 253 or scan and email to rooms@uww.edu.

If you have multiple events, please use a different sheet per event.

Organization or Department: _____

Contact Person: _____

Phone Number: _____

Email: _____

Event Name: _____

Day and Date: _____

Setup Time (Hours/ Minutes): _____ Takedown Time: _____

Event Start Time: _____

Event End Time: _____

Estimated Attendance: _____

Room(s) First Choice: _____

Room(s) Second Choice: _____

Advisor/ Secondary Contact Name: _____

Advisor/ Secondary Contact Email: _____

Are you having Catering? (check one) Yes No

Are you fundraising or collecting items/goods? (check one) Yes No

Please briefly describe your event: _____

For a copy of the Special Event Policy, which only affects events with more than 70 people, is entertainment based, as well as all events with alcohol, stop in our office, or visit

<http://uc.uww.edu/common/docs/Special%20Event%20Policy%202010%20FINAL.pdf>.