

DEADLINE: March 22, 2019



SINGLE EVENTS REQUEST
2020 Spring Semester
 (June 1, 2020 - August 31, 2020)

 Organization or Department

Examples of Single Events:

- Single Occurrence
- Detailed Setup
- Any event involving a DJ or band
- Dances
- Alcohol at the event
- Large head count

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, 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.

Those requests received after 4:30pm on March 22, 2019 will be considered on a first come first serve basis, and the above criteria.

Please list your Summer Event requests below. Once completed, return form to the Reservations Office, UC 253.

| Event Name | Day (M, T, W, TH, F, Sa, Su) | Date | Set-up Time | Event Start Time | Event End Time | Room 1st Choice | Room 2nd Choice | Estimated Attendance | Catering | |
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If you have any questions filling this out, please call 262-472-1175 or email rooms@uww.edu.

Contact Person: _____

Advisor: _____

Phone #: _____

Phone #: _____

E-mail: _____ uww.edu

For a copy of the Special Event Policy, which only effects events with more than 70 people, is entertainment based, and all events with alcohol, stop in our office, or visit <http://uc.uww.edu/common/docs/Special%20Event%20Policy%202010%20FINAL.pdf>. Please return your request to UC 253, scan and email to rooms@uww.edu.