

**PRIORITY DEADLINE: March 20, 2020**



# SINGLE EVENTS REQUEST FORM

## 2021 Spring Semester

(January 1, 2021 - May 31, 2021)

Dates to note: Classes Begin on Jan. 19, Spring Break is March 19 (9PM)-March 29 (8AM), Easter is April 4, Commencement is May 15

### 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](mailto:rooms@uww.edu).**

**Once completed, return your request to UC 253 or scan and email to [rooms@uww.edu](mailto: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>.