

# Comprehensive PLANNING GUIDE

This is a comprehensive event-planning tool for Associated Students

## Event Hosts

### **Organization Name**

### Affiliated Organizations

Is this event hosted or affiliated with any other organizations (including campus departments or local, national, or international organizations)?

### Event Representative #1 - Name & Title

Who should campus officials contact with questions about this event?

### Event Representative #1 - Phone Number

### Event Representative #1 - E-mail Address

### Event Representative #2 - Name & Title

Optional. List an additional contact in case the first representative is unavailable.

### Event Representative #2 - Phone Number

### Event Representative #2 - E-mail Address

## Event Date & Facilities

Some campus facilities require a separate reservation. Refer to the Campus Scheduling web page for more information.

### **Event Title**

### **Event Type**

- Academic
- Athletic Event
- Banquet
- Bowling
- Celebration
- Comedy Show
- Concert
- Conference
- Culture Week
- Dance
- Dinner
- Discussion
- Exhibit
- Fair
- Fashion Show
- Fellowship
- Film/Movie
- Games
- Multicultural Show
- Outreach
- Pageant
- Panel Discussion
- Performance
- Reception
- Run
- Sailing
- Social Event
- Speaker
- Special Event
- Sporting Event
- Talent Show
- Theater

### Expected Attendance

Large events often require UC Police, Fire Department, and/or CSO assistance with crowd control and safety. The costs of these services are billed to host organizations; accurate estimates of attendance keep costs as low as possible.

### **Is participation limited to UCSB students, faculty, and/or staff?**

- Yes

No, the event is open to the public and/or off-campus participants

**Admission Fees**

Ticket sales of on-campus events must be supervised by the Associated Students Ticket Sellers.

**Requested Start Date / Time**

Include additional time for setup.

**Requested End Time**

Include additional time for cleanup.

**Multi-Event or Multi-Day Program**

Multi-Event or Multi-Day Program

**First Facility Preference**

Select your preferred facility. Venue capacities are listed in parenthesis. Room layouts and media capabilities are listed in the Classroom Attributes Database. Refer to the Campus Scheduling Guide.

- Arbor
- Broida 1610 (286)
- Broida 1640 (94)
- BSIF (48)
- Buchanan 1910 (306)
- Buchanan 1920 (147)
- Buchanan 1930 (100)
- Buchanan 1934 (25)
- Buchanan 1940 (149)
- Buchanan Courtyard
- Campbell Hall (860)
- Chemistry 1171 (113)
- Chemistry 1179 (354)
- Ellison (18)
- Embarcadero Hall (247)
- Girvetz 1004 (206)
- Girvetz Small (16-30)
- Girvetz Medium (40-48)
- Girvetz Large (70)
- Girvetz Courtyard
- Harold Frank Hall (188)
- HSSB 1173 (75)
- HSSB 1174 (95)
- HSSB (18-26)
- IV Theater 1 (529)
- IV Theater 2 (145)
- Life Sciences 1001 (159)
- Life Sciences (25)
- Lot 22 Sidewalk/Lawn
- North Hall 1006 (132)
- North Hall (42-65)
- Phelps Medium (30-55)
- Phelps Large (60-90)
- Phelps Courtyard
- Psychology 1902 (70)
- Psychology 1924 (109)
- South Hall 1430 (50)
- South Hall 1431 (95)
- South Hall 1609 (26)
- Theater-Dance-W 1701 (150)
- Theater-Dance-W 2600 (60)
- Theater-Dance-W Courtyard
- Webb 1100 (92)
- Bldg. 387 (42-65)
- Bldg. 434 (30-48)
- Bldg. 479 (40)

**Other Venue**

If applicable. Applies only to events hosted in venues not controlled by the Campus Events Scheduler (e.g., UCen, SRB, MCC, off-campus, etc.).

**Second Facility Preference**

- Arbor
- Broida 1610 (286)

- Broida 1640 (94)
- BSIF (48)
- Buchanan 1910 (306)
- Buchanan 1920 (147)
- Buchanan 1930 (100)
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- Theater-Dance-W Courtyard
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- Bldg. 387 (42-65)
- Bldg. 434 (30-48)
- Bldg. 479 (40)

**Third Facility Preference**

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- Broida 1610 (286)
- Broida 1640 (94)
- BSIF (48)
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- Buchanan 1920 (147)
- Buchanan 1930 (100)
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- Bldg. 479 (40)

**Restroom Availability**

Do the proposed venues have sufficient restrooms available for the number of participants that you expect? (Note: Outdoor events may require rental of portable restrooms.)

- Yes
- No
- Not Sure

**Please include any notes or special requests for the Campus Scheduler.**

Note: If applicable, provide the dates and times of any rehearsals that you will hold in a campus venue. If your rehearsal venue will be different from your event venue, please provide your first facility preference.

**Space Scheduled**

**Confirmation Number**

**Media Equipment Contact**

**NOTES:**

**Event Purpose, Impact & Logistics**

**Have you had your event approved by your committee?**

- Yes
- No
- Not Sure

**Have your minutes been approved by senate?**

- Yes
- No
- Not Sure

**Event Goals**

What are the overarching goals of this event?

**Detailed Event Agenda**

**Detailed Event Budget**

The budget must specify sources of payment for all expenses (e.g. OSL trustee account, A.S. Finance Board, etc.).

Remember that you can access Cash Advance and Requisition forms for your OSL Trustee Account in the "Forms" section of your organization portal.

**Event Staffing**

How is your organization staffing the event (setup, implementation, cleanup, etc.)? Approximately how many people will be required to facilitate a successful event?

**Contribution to Organization**

How will this event contribute to the fulfillment of your organization's mission?

**Marketing & Advertising**

How will you effectively publicize your upcoming event? List the specific resources that you plan to employ.

**You must use the AS Logo in your promotions**

Request it at [http://www.as.ucsb.edu/services/design\\_order.php](http://www.as.ucsb.edu/services/design_order.php)

**Performance Agreement(s)**

Whether or not your organization's agreement with an artist or presenter involves cash compensation, you are strongly encouraged to use a Performance Agreement to clarify the details of the performance including:  
The scheduled start time, end time, breaks, and location.

The equipment and facilities that you and the artist will provide.

The way that event cancellation or a performer's failure to show will be handled.

Additional indemnity for your organization and the artist.

Will your organization enter into any performance agreements with artists, speakers, or other talent?

No

Yes

Not Sure

**Contract Approval**

Occasionally, a contract is required by an artist or affiliated organization. Contracts MUST be reviewed by an AS Advisor. Contracts being considered by your organization should be sent immediately to an AS Advisor to ensure efficient review.

Have you completed the offer form and has it been signed by your advisor?

No

Yes

Not Sure

**Use of University Logo/Seal**

As stated in the Campus Regulations, organizational officers/representatives are responsible for ensuring that the name, insignia, seal or address of the University of California, Santa Barbara is not used in any manner that implies UCSB support or agreement with any of the activities, positions, purposes, ideals or goals of any individual, group or organization acting within these regulations.

The university logo (UCSB text and waves) and seal shall not be used without express permission from the Policy Office (see <http://www.policy.ucsb.edu/policies/logo/>).

Are you planning to use a university logo or trademark in association with the event (on t-shirts, flyers, programs, etc.)?

No

Yes

**Food Permit**

Do you plan to distribute or sell food at the event?

If so, your organization is required to complete an Application to Distribute or Sell Food, which is available in the "Forms" section of your organization portal.

No

Yes

**Sale Permit**

Do you plan to sell any items (other than food and event tickets) at the event?

If so, your organization is required to complete an Application to Sell Merchandise, which is available in the "Forms" section of your organization portal.

No

Yes

**Inclement Weather Plan**

Outdoor Events only. What will the organization do if the weather is not suitable for the planned event?

**Amplified Sound Permit**

Do you plan to amplify sound (voice or music) in any outdoor locations?

If so, your organization is required to complete an Application to Amplify Music and/or Voice, <https://orgsync.com/35502/forms/33123.pdf>

No

Yes

Not Sure

**Extension of Amplification Hours**

Do you plan to amplify sound (voice or music) in any outdoor locations BEFORE 12:00pm or AFTER 1:00pm?

If so, your organization is required to complete a Petition to Extend Amplification Hours,

[https://s3.amazonaws.com/os\\_uploads/175953\\_AmpExtension2010.pdf](https://s3.amazonaws.com/os_uploads/175953_AmpExtension2010.pdf)

No

Yes

**Dead Week Scheduling Exception**

Does your event fall during "Dead Week" (the last week of the quarter before finals week)?

If so, your organization is required to complete a Dead Week Exception, which is available in the "Forms" section of your organization portal.

No

Yes

## Event Multimedia

### Will you require access to media equipment for this meeting?

Check with AS Program Board for availability

- Yes  
 No

### Classroom Services - Audio

- Cassette Playback  
 CD Playback  
 Small Public Address (PA) System (<50 people)  
 Medium PA System (50-150 people)  
 Large PA System (>150 people)  
 Additional Microphone(s)  
 Wireless Microphone(s)  
 Additional Speaker(s)

### Classroom Services - Video & Projection

- Data/Video Projector (for laptop computers and media players)  
 VCR/DVD with TV Monitor  
 Overhead Projector (for transparencies)  
 35mm Slide Projector  
 16mm Film Projector  
 Projection Screen  
 Laser Pointer

### Classroom Services - Computers

- Mac Laptop Rental  
 Windows Laptop Rental  
 Computer Lectern (built-in, where available)

### Classroom Services - Operator

- Yes, please assign event staff or assistants to this event.  
 No, this is a rental-only request. We will operate the equipment.

### Client Equipment

Please indicate all equipment that your organization will bring to the event for use with the requested media equipment.

- Mac Laptop(s) (client MUST provide VGA display adapter)  
 Windows Laptop(s)  
 Video Game Console(s)  
 Other A/V Equipment (specify below)

### Please include any notes or special requests for Media Services.

Include as much detail as possible (e.g. preferred screen size, total quantity of microphones requested, whether you require table stands or floor stands for microphones, etc.).

### Services of the Campus Electrician

Do you anticipate you will need to hire the Campus Electrician? This is usually necessary for concerts, as well as events requiring electricity in Storke Plaza and other outdoor locations.

- Yes  
 No  
 Not Sure

### MEDIA NOTES:

## Campus Resources

### Catering

Catering policies apply to all food deliveries, concessions, and catering on campus. Will your event include food delivery, concessions, or catering?

- Yes  
 No

### Catering Provider

If so, what type of vendor do you plan to hire for foodservice?

UCen Dining, the Faculty Club, and the H&RS Dining Commons/Special Events Catering are the primary providers of foodservice on campus.

UCen Dining Services: 893-2465

H&RS Special Events Catering: 893-3320

H&RS Concessions: 893-4565

Faculty Club: 893-3096

An organization can only use an off-campus caterer if the primary providers cannot accommodate its needs. Additionally, all food vendors must be approved by UCSB Business Services. Download the updated Approved Caterers List. If you are using an off-campus caterer:

Obtain the caterer's signature on the Campus Dining Services Catering Permit and submit it to UCen Dining Services.

If the caterer is not already on the approved list, obtain and submit the caterer's County Health Permit and certificates of insurance to UCSB Risk Management.

- On-campus (UCen, Faculty Club, or Housing & Residential Services)
- Off-campus and already APPROVED on the approved list of caterers
- Off-campus and requiring approval

#### Event Ticketing

Will you request the services of AS Ticketing? AS can print, distribute, and sell tickets for free and fee-based events.

- Yes
- No

#### Furniture Services

Will your event require furniture rentals (in addition to the furniture your venue includes)? If so, select the furniture that you will need at your event. Furniture rentals are provided by UCSB Central Stores, but must be reserved through the OSL Campus Orgs Accountant. All furniture rentals will incur charges.

- Chairs, folding plastic
- Tables, folding 6' banquet
- Tables, folding 60" round
- Canopy, 10'x10'
- Canopy, 20'x20'
- Podium
- Staging
- Fencing
- Easels

#### Travel

Does your event include off-campus travel? If so, please indicate the mode(s) of transportation to be used.

- Personal vehicle
- Vehicle rental (commercial provider)
- Vehicle rental (UCSB)
- Public transportation
- Chartered bus
- Commercial train
- Commercial airplane
- Other

#### Travel Destination(s)

If your event includes travel, please list all travel destinations.

#### Transportation & Parking Services

Will you request any of the following services for your event? If so, describe your organization's needs in detail in the box below.

- Digital signage to welcome guests
- Paper signage to event parking lot
- Event-specific permit option programmed in event parking lot kiosk
- Pre-purchased parking permits for special guests
- Rental vehicle(s) - Drivers are required to complete a Training Course

#### Transportation & Parking Services

Please include any additional requests or questions you have for this department.

#### Americans with Disabilities (ADA) Act & Accommodations

Do you need additional advising and/or resources regarding accommodations for patrons with disabilities?

Note: Your event and venue must be accessible to patrons with disabilities (e.g. low/no vision, hearing; limited mobility). Campus resources can assist you with creating accessible events, and funding is available through OSL to help defray the costs of accommodations.

- Yes
- No
- Not Sure

#### Fire Marshal Consultation

Do you need to consult with the Campus Fire Marshal regarding the use of open flame at your event?

- Yes
- No
- Not Sure

## Risk Management

### UNIVERSITY ELECTIVE/VOLUNTARY ACTIVITIES WAIVER

#### Will you require participants to sign the Elective/Voluntary Activities Waiver?

The Waiver provides protection to our University. The Waiver is required preceding ANY activities that presents a physical danger, includes transportation, is off-campus, is conducted out of the country, or is considered "high risk."

The waiver is also required for minor participants (under 18). Parent signatures are required on all waivers for minors.

Note: The Event Insurance policy also requires the use of waivers. Without waivers, the insurance deductible (amount you pay in the instance of a claim)

increases to \$10,000.

Elective/Voluntary Activities Waiver

Group Attachment

Spanish Translation

Yes

No

#### **FACILITIES USE WAIVER**

##### **Will you require participants to sign the Facilities Use Waiver?**

The Waiver provides protection to our University. The Waiver is required preceding ANY activities that presents a physical danger or is considered "high risk" AND takes place on university property.

The waiver is also required for minor participants (under 18). Parent signatures are required on all waivers for minors.

Facilities Use Waiver:

Athletic Activities

Non-Athletic Activities

Yes

No

##### **PARTICIPANTS' PHYSICAL SAFETY**

Consider the physical risks to participants posed by this event. How will your organization attempt to prevent physical harm to event participants? For each risk identified, explain how the organization will manage it.

##### **PARTICIPANTS' EMOTIONAL SAFETY**

Consider the possible emotional reactions to this event. How will your organization attempt to prevent emotional harm to event participants? For each risk identified, explain how the organization will manage it.

##### **FACILITY SAFETY**

Consider the risks to the facilities and equipment used for this event. How will your organization maintain the facilities and equipment during and after the event? For each risk identified, explain how you will manage it.

##### **ORGANIZATION REPUTATION**

How might this event affect the reputation of your organization? For each reputation risk identified, explain how you will manage it.

##### **ORGANIZATION FINANCES**

How might this event affect the financial health of your organization? For each financial risk identified, explain how you will manage it.

Sales Only: How much money is your organization investing before making sales? How much money (gross) does your organization expect to take in during the sale? How will the organization be impacted if sales are not as high as expected?