Student Organization
On Campus Event Planning Guide

The most crucial element of any program is the planning that precedes the actual event. Use this guide to assist you in the event planning process. This optional guide provides your organization with a series of questions and aspects to consider when planning any type of event.

We strongly encourage you to include your Advisor when planning events for your organization.

Student Organizations are required to comply with all University Policies, Regents’ Rules and Regulations of the University of Texas System and must be up to date with all forms and unpaid debts. “No organization or group, whether registered or not, may use the facilities of any institution as long as it owes a monetary debt to the institution and the debt is considered delinquent by the crediting institutional agency.” (Regents’ Rules Chapter 50202 §6.4)

Some tips that might prove helpful:
- Secure an event location before you plan.
- Begin planning well in advance to assure a quality program.
- Be aware of the audience to which you will appeal. Schedule it at a time and place that is most convenient to that group. Concentrate most of the advertising budget on that group.
- Do not skimp on advertising and think ahead. Three signs on campus do not reach many people and neither do 50 flyers, two days prior to the event.
- Avoid conflicts with other events that appeal to the same audience.
- If the event is to take place outdoors, have a rain plan.
- Co-sponsorship with other student organizations and departments reduces financial risk and may lead to better attendance.
- Evaluate each program and learn from your successes and failures.

Event Information

Event Name _________________________________________________________ Date of Event ________________

Organization _____________________________________  Event Coordinator(s) _____________________________

- Make sure that you have consulted the University Calendar (www.uta.edu/calendar) and MavOrgs (mavorgs.uta.edu) to avoid conflicts with University and Other Organization’s events
- Remember to consider religious and cultural holidays that may conflict with your event.
- Ask yourself, “How does this event reflect and promote the goals or aims of the organization?”

Location _______________________________________________________________

- To avoid unnecessary delay and confusion, it is very important to follow the correct procedures in reserving campus facilities for events or meetings. Refer to the Student Org Handbook on the different procedures for reserving outdoor and indoor space on campus.
- A “Campus Events Information Sheet” is required to reserve ANY space on campus. They are available in the Office of Student Governance & Organizations, B120 in the Lower Level of the University Center.

Set Up Time ___________________________________  Event Start Time__________________________________

Event End Time ________________________________  Take Down Time__________________________________

- If your event is outdoors, do you have a back-up rain plan? Have in mind an alternative location, date, and/or time.
- Check weather conditions and warnings in advance.
- What time will you decide to move or cancel the event in case of inclement weather? Who will make that decision? How will you notify participants?

Estimated number of people attending ____________

- Be sure to consider the maximum capacity of your location/venue. University Center room capacities can be obtained at http://www.uta.edu/policy/documents/uc/roomdesc.pdf or at the Student Governance & Organizations office.

Event Budget $_________

- Make sure your budget covers all services required for the event, i.e. Security (if needed), facilities services, food, advertisement, etc.
- A Profit/Loss form is required for all events that will have an exchange of money (admission fee, sales, etc.) and must be submitted to the Student Governance & Organization Office no later than five (5) class days after the event. Failure to do so will result in temporary inactive status.
- If additional funds are needed, you can always apply to receive additional funds from Student Congress through their Program Assistance Funds Program. You can find the application online at the Student Congress Website (www.uta.edu/sc).

See reverse side for a list of Partnering Department Contact Information you may need when planning your event.
Department Contact Information

Student Governance & Organizations Office
http://www.uta.edu/studentgovernance  (817) 272-2293  UC Lower Level B120  
The Student Governance & Organizations Office is the main hub that all student organizations go through. Here you can pick up forms required to host an event or meeting on campus, get flyers approved for posting, reserve display cases and HUB Banners (located in the plaza), and get all forms approved to host events and meetings on campus.

E.H. Hereford University Center Operations Office
http://www.uta.edu/campus-ops/uc/  (817) 272-2929  UC Lower Level B130  
The E.H. Hereford University Center Operations Office is located in the Lower Level of the UC. This office handles all of the reservations for the University Center spaces (Upper Level Rooms, Blue Bonnet, Palo Duro, etc.). They are also the office that handles Table and Equipment Request Forms after the Student Governance & Organizations office approves them.

UT Arlington Police Department
http://www.uta.edu/campus-ops/police/  (817) 272-3381  700 S. Davis St.  
The mission of the University of Texas at Arlington Police Department is to support the goals of the University by working cooperatively with the community to provide superior quality law enforcement, security, and related services. If your event expects a large attendance or would require security for any reason, a meeting with police would be necessary.

Environmental Health & Safety
http://www.uta.edu/campus-ops/ehs/  (817) 272-2185  500 Summit Ave.  
The Environmental Health & Safety (EH&S) Office strives to promote a safe and healthful working, learning, and living environment for the campus community. EH&S provides supportive technical consultation, training, investigation, and inspection to ensure compliance with guidelines set forth by federal, state and local laws and regulations. If your event involves nontraditional outdoor activities (grilling, car bashes, obstacle courses, etc), a meeting with EH&S would be necessary.

Catering and Dining Services
Planning a special event? You've come to the right place! As your on-campus catering provider, catering has a variety of menu offerings and pricing categories to help fulfill your individual needs. They serve both on and off-campus groups. Just give them a call, and they'll help you customize your menu. They offer plated meals, buffets, casual catering, and pick-up orders. Also, all food waivers are approved through Dining Services after they are obtained and approved through Student Governance & Organizations.

Greek Life
http://www.utagreeks.com/  817-272-9234  UC Lower Level B160  
The Department of Greek Life and University Events at the University of Texas at Arlington strives to develop citizens who are actively involved and engaged. Any Greek Events, on and off campus, must be approved by the Greek Life Office and the Student Governance & Organizations Office.

Leadership Center
http://www.uta.edu/leadership  817-272-9220  UC Lower Level B140  
The Leadership Center is happy to come out to work with your group. They will provide team building activities, workshops on leadership topics, presentations about The Center, and consultations to connect you with resources to help you improve the effectiveness of your organization.

Maverick Activity Center
http://www.uta.edu/mac  817-272-3277  500 W. Nedderman Street  
The Maverick Activity Center is a 190,000 sq. ft. facility on campus and includes many resources for your group to use. You can contact the MAC in regards to reserving any space in their facility, as well as the Intermural Fields, Doug Russell Park, and the Green at College Park.

Office of Records and Registration (Registrar)
http://wweb.uta.edu/ses/recordsandregistration/content/student_services/room_reservation.aspx  817-272-3236  129 Davis Hall  
The UT Arlington Office of Records and Registration is dedicated to providing prompt, efficient service, insuring the integrity of academic records and providing reliable information to the University community. This office approves all academic classroom reservations for student organizations. A Campus Events Planning form must be complete and approved by Student Governance & Organizations prior to submission.