

Event Planning Guide

Pacific University

This guide is designed to help you create a successful event or program at Pacific University. If you have any questions regarding this guide, please contact Roylene Read at the Scheduling Office (503-352-2283).

The earlier you plan and make your arrangements, the more likely that your event will take place in the location and on the date that you prefer. Remember to complete and submit reservation forms at least 2 weeks prior to your event.

Define your event

- What is your event about?
- Who is your expected audience?
- Is it a club meeting or study group?
- Planning a dance or live music?
- Are you showing a video or film?
- Can your event be co-sponsored by another university organization with similar interests?

If you are a sponsor of a non-University organization requesting to have an event on campus, please contact University Conference Services for procedures and contracts. conferences@pacificu.edu

Information needed to reserve facilities:

- Name of event
- Date and time of the event (include both start and finish time)
- Estimate time for set-up and clean-up.
- What is your desired location?
- Think of alternative locations and/or dates if your first choice is not available.
- Estimate number of attendees.
- What type of set-up will you need?
- Who is the contact person for your group?
- What is the phone number, UC Box # and e-mail address of your contact person?

Things to Consider:

- Is your event compatible/competitive with other events that are occurring on campus at the same time? See Pacific University web page master calendar - <http://www.pacificu.edu/calendar/>
- Will you need security, wheelchair access or parking arrangements?
- Alcohol is restricted on campus. If you intend to serve alcohol at your event, you will need to complete an alcohol request form. **Allow at least 3 weeks to complete this process.** Please contact Ralph Vasey, 503-352-2704.
- Remember to contact the Scheduling Office to make any changes in location or other logistics.

Event Planning

- Establish a planning timeline
- Budget- How are you funding your event?
- Approximate attendance anticipated
- Select/reserve facilities that meet your needs

Confirm speakers/master of ceremonies (MC), performers
Plan promotion and publicity
Print invitations and distribute
Decide on a menu and contact University Dining Service (if you will be providing food at your event)
Plan decorations (ask about possible restrictions- schedule@pacificu.edu)
Signage or publicity.
Publicize Pacific University events online on the Master Calendar.

Room Needs

Number/size of room(s) needed
Numbers and arrangement of tables and chairs
Podium
Stage (state size with dimensions)
White boards/easels
Audio/ visual needs
Microphone/PA
Extra trash cans
Plan clean-up and re-set

Decorations

What will be needed? (flowers, ceremonial items, streamers, balloons, tableclothes (can rent from University Dining Services, etc...)
Make sure decorations are permitted (some rooms have specific guidelines)
Plan delivery, set-up and removal

Registration

Where will registration for the event take place?
What supplies will be needed for registration? (Name-tags, tables, table cloth, Pacific University memorabilia, etc.)
Signage- contact Facilities Office for placement (the University does not provide signs)

Event Services

Scheduling Coordinator provides Event Request forms needed to reserve all rooms and spaces on campus and coordinate set-up of tables, furniture, etc.
schedule@pacificu.edu

University Dining Service does all of the catering for events scheduled on the Pacific University campus. Their catering services range from coffee and snacks to more elaborate meals. catering@pacificu.edu

Campus Public Safety is responsible for making sure all facilities are unlocked and locked for scheduled events. They can also assist with parking and security matters. Call 503-352-2230 or see web site:

<http://www.pacificu.edu/cps/>

Service Center- you can purchase printing services for programs, invitations, tickets and other promotional items. Remember to contact them in advance, particularly for large printing orders. (503) 352-2731

Learning Services can provide information about wheelchair access on the Pacific University campus. (503) 352-2107

University Information Services (UIS/TIC) can assist you with computer, audio/visual equipment, microphones and other technology needs. See web site:
<http://www.pacificu.edu/uis/>