Student Group Guide to

Event Planning

**

**MONTANA EVENT SERVICES**

**UNIVERSITY CENTER, ROOM 340**

**(406) 243-4113**

[**www.umt.edu/uc/event-planning**](http://www.umt.edu/uc/event-planning)

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# Scheduling Space and Equipment

## Audio and Lighting

The University Center can provide specialty lighting and sound for any event through the UC Audio & Lighting Department. Contact the MT Event Services office to request Audio & Lighting services (243-4113).

## No-Show/Table Cancellations

If you cannot make it to your reserved space or mall table, you must cancel by noon the day before, if not sooner.

***No Show Policy***—If you book a space and do not show up, your group will receive a phone call or e-mail. If it happens a second time, your group will receive a written warning. After a third time, your group will lose booking privileges for the rest of the semester. This is necessary considering we have other groups needing and waiting for room and table space every day as well as labor involved in setting up rooms and equipment. If a table is not occupied by 11am, your group is allowed to table at the vacant table.

## Fees

Facility rental fees are waived for internal campus business and events, such as staff meetings, staff training, and staff receptions. However, depending on the size and location of the event, a set-up fee might be charged. The MT Event Services Office will inform you of any set-up fees ahead of time. Facility rental fees are not waived for events that have an admission or registration fee; this includes fundraisers. ASUM groups that will incur additional charges for their event, such as catering, set-up fees, equipment, Audio and Lighting, etc., must obtain prior approval from ASUM. The event reservation cannot be confirmed until this form is presented to the Event Services Office. All student group events must be paid through an ASUM account. For other groups, billing information must be confirmed prior to the event.

## Free Speech Area

The University has set aside the Library Mall as a free speech zone, where speakers are permitted to speak on any subject of interest to them. The Event Services Office schedules this on a first-come, first-serve basis. Use of the space is subject to reasonable limitations regarding time of day, place and manner of speaking. A speaker may also be limited in the amount of time he or she can speak, so that others can use the zone.

## Large Venues

Groups interested in reserving the Ballroom or Commons must provide at least two weeks’ notice. Because of the labor required to prepare these larger venues, there is a set-up fee.

## Mall (Atrium) Tables

Groups can book mall tables in the UC Atrium through the Event Services Office for the purpose of disseminating information. (For bake sale information, see “Fundraising”.) There are eight tables available each day in the UC Atrium. Tables are booked on a first-come, first-serve basis and can be booked no more than two weeks in advance. Unfortunately, we cannot guarantee the exact location of your table. A group is allowed to table three times per week, once per day. If a student group wants to sponsor a non-profit or public group at a table, someone from the student group must be present at all times. Displays may not be left unattended or overnight. Tables may not be moved outdoors. Groups should not aggressively pursue individuals but should let individuals approach their table. If you do not show up, this might result in loss of booking privileges. Contact the Event Services Office for a complete list of mall table policies.

## Meeting Rooms

Academic departments and ASUM-recognized student organizations can book meeting rooms on the second and third floors of the UC. (See diagram on page 12). Rooms must be reserved at least one day in advance. Cancellation and no-show policies apply to meeting rooms. Please note that, if needed, the Event Services Office reserves the right to move your room and notify you of the change.

## The Oval

[To host an event or place signage on the Oval, one must get an Oval Request Form from the Event Services Office or on the website here at event planning policies and forms,](http://life.umt.edu/uc/event-planning/policies-and-forms/default.php) sign the form, and return it either in person or email. It is then forwarded to the President’s Office for approval. The student group will be notified as soon as Presidential approval is received. Amplification of sound for Oval events is allowed from 12 p.m. to 1 p.m. only.

## Outside Events

To host an event on campus that is outside and not on the oval, you must get approval from MT Event Services and Facility Services. [You can pick up the form in UC 340 or find it online here.](http://life.umt.edu/uc/event-planning/policies-and-forms/default.php) Once filled out, email or bring it to UC340 for approval, which will then be forwarded on to the President’s Office. You will be notified once approval is obtained.

## University Center Theater

The University Center Theater can show films in 35 mm, DVD, and VHS formats. The projectionist requires DVD and VHS films 24 hours in advance and 35 mm films 48 hours in advance. In accordance with federal copyright laws, organizations and individuals must secure a license before showing a film, regardless of whether an admission fee is charged. [For more information about copyright laws, visit this Web site here.](http://www.copyright.gov/title17)

# Overview of Event Policies

## Advertising

The University Center only provides advertising for events sponsored by the UC.

**Banners:** Groups can reserve banner space outside the entrances to the University Center through the Event Services Office. Banners displayed inside the University Center Atrium must be approved by The Source. Banners must clearly show which organization is sponsoring the event. The material used to hang banners must not scratch or damage painted surfaces. (Use rope or string instead of wire.) Groups must hang their own banners and remove them in a timely fashion.

**Table Tents:** Any table tents displayed in the UC Commons must be approved by the Food Court Supervisor, and table tents placed on Atrium tables must be approved by the UC Administration Office.

**Posters:** Groups can hang posters on public bulletin boards around campus. (See page 15 for permissible locations.) Posters hung on residence hall bulletin boards must be approved by the Residence Life Office in Turner Hall.

## Alcohol

The University of Montana alcohol policy is consistent with Montana state law. Montana law prohibits the sale of, or consumption of, any alcoholic beverage by any person under the age of 21. If you plan on serving alcohol at an event on campus, you must make the necessary arrangements with University Catering. If you are planning on serving alcohol for more than four hours at your event, University Catering will need to obtain permission from the President. Food must be available and security personnel must be present at any event where alcohol is served. Please see “With Your Personal Safety in Mind,” published by the Office of the Vice President for Student Affairs, for more information about on-campus security, alcohol and drug guidelines at The University of Montana.

## Animals

No animals are permitted in the University Center with the exception of service and companion animals. Service dogs must wear vests.

## ASUM Recognition Process

In order to become a recognized ASUM student group it is necessary to complete the application found on the ASUM website. [For instructions on becoming a recognized student group, please visit ASUM here.](http://life.umt.edu/asum/student_groups/start_new_group.php)

## Banners in the UC

See “Advertising” section (above) under “Overview of Event Policies”.

## Clean-up

Each group is responsible for basic cleaning after their event. We ask that all decorations and props be removed. UM staff will do all major cleaning. Anything left behind will be placed in the lost and found located at the The Source on the first floor of the UC. The UC is not responsible for lost or stolen items or items left behind after an event. Any event requiring extra cleaning may result in additional cleaning fees.

## Contracts

* Before signing any contracts, be sure you understand the terms of the agreement. By signing your name, you can be held responsible for any financial or legal issues that arise.
* Consult your advisor before signing large ($500 or more) contracts, especially if you are unsure about any term or condition, if the terms are complicated, or if you are unsure whether the proposed fee for service is fair.
* Verbal agreements are legally binding. Do not commit to anything verbally if you are not fully prepared to follow through.

## Copyrights

All organizations and individuals must comply with Federal Copyright laws. Screening a film, producing a play, playing audio recordings, and reprinting artwork for advertising use are just some activities that might require permission from an author or publisher. Contact the Event Services Office if you need help determining whether permission is necessary and how to obtain it.

## DJs and Bands

Groups are permitted to bring in their own DJ or band. The UC does have audio and lighting equipment available for rent, but usually DJs bring their own equipment. Bands often require a campus–assisted, electrical hook-up, and this can be provided for an additional charge. Please have the band contact Event Services with details about their set-up to avoid any unexpected charges.

## Decorations

The University Center does not provide decorations for your event. You will have time before your event to decorate. Catering might be able to assist with some decorating. Decorating rules are as follows:

* Decorations must be non-obtrusive and not cause physical damage to the facility.
* Keep all paper and cloth away from light fixtures.
* Nothing shall be hung on or attached to ceiling sprinkler heads or light fixtures.
* No nails, tacks, staples, or other sharp objects are to be driven into walls, floors, doors, ceilings, or tables (only exception is wood paneling on walls, speak with staff before hanging anything).
* Decorations must not be attached to curtains, draperies, or air vents.
* Balloons need to be weighted down.
* Use of masking tape, scotch tape, two-sided (carpet) tape, or duct tape is not permitted. For your convenience, you can borrow easels, dividers and tables to display materials.
* All freestanding decorations must be stable and securely anchored.
* Glue is not to be used on any surface.
* Sand, mud and gravel are not permitted.
* No fake snow in large amounts.
* Glitter is not permitted.
* Water tubs, fountains, etc. are not permitted.
* Do not hang anything on air-walls. Do not attempt to move air-walls. If you want to move air-walls, you must schedule the move with the Event Services Office, who will in turn coordinate with the UC set-up crew.
* Do not hide or obstruct fire extinguishers, alarm pull stations, alarm horn strobes, or exit doors and corridors.
* No live plants/trees are allowed. Flower arrangements are permitted.
* No candles or open flames. The Event Services Office has flameless candles you can rent for a minimal fee.
* No fireworks or sparklers.
* Damage or decorating that result in excessive cleaning may result in an additional fee.
* You must obtain a decoration policy form from the Event Services Office. This form must be signed and returned before you begin decorating.
* The MT Event Services office can offer suggestions on ways in which to decorate a space without causing damage.

## Emergency Procedures and Important Numbers

* In the event of a life-threatening emergency, call 9-1-1.
* In the event of a fire, injury, or threatening situation, call 243-4000.
* Report non-urgent matters, such as concerns about room temperature, room set-up, spills, accidents, etc. as soon as possible by calling 243-4113. If the event takes place after hours, call the building manager at 531-5586.
* If the fire alarm sounds during your event, everyone must evacuate the building as quickly as possible.
* Please let the Event Services Office know if your event might be considered controversial or has the potential to be highly disruptive.

## Food and Beverage

**Catering:** University of Montana Catering offers a wide range of award-winning services provided by professional and knowledgeable staff. [Menu options, prices and policies can be found on their website here](http://www.umt.edu/dining/). (click on “Catering”). University Catering can be reached at (406) 243-4899.

**Alcohol:** See “Alcohol” under Overview of Event Policies.

**First Right of Refusal:** The UM Catering office holds the first right of refusal for food service on campus. You may not use an outside caterer for your on-campus event. If you want to serve donated food, you must obtain written permission from UM Catering staff. [For a full list of food service policies, visit University Catering’s website here.](http://www.umt.edu/dining/catering/) Or visit the UM Catering offices in University Center Room 340.

**Exceptions:** Pizza parties and potlucks are allowed at events or meetings that are closed to the general public. Please inform the Event Services Office of any pizza or potluck plans so we may provide any needed extra equipment. If the space is not sufficiently cleaned after the event, a clean-up fee will be charged. Please refer to the potluck policy on UM Catering’s web site.

## Fundraising/Bake Sales

All bake sales on campus require approval from the Missoula City-County Health Department located at 301 West Alder Street, Missoula, Montana, 59802. The Department can be reached at (406) 258-4755. The Event Services Office must receive an approval form signed by the DHHS before a bake sale can be scheduled. All food items for sale must be individually pre-wrapped. Please inform the Event Services Office about plans for your fundraising event to confirm that you will be in compliance with campus policies.

## Noise

Amplification of sound on The Oval and in the University Center is allowed between 12 p.m. and 1 p.m. only. University staff has the right to stop and/or move your event if the noise is deemed disruptive or if it interferes with academic or administrative activities.

**Parking**To park in University parking lots during normal business hours (7 a.m. - 5 p.m., Monday through Friday), you must purchase either a 1-day or week parking pass or hourly tickets. Day passes cost $3.00 and Week passes cost $10.00 for 5 days and can be purchased at The Source, Bookstore, through MT Event Services or the UM Police Department. Hourly ticket dispensers can be found in parking lots and cost $1.00 per hour. Please contact the Event Services office for information about parking for large events. [A detailed parking map can be found on the Office of Public Safety’s website here.](http://www.umt.edu/police/docs/parking.pdf)

## Partisan Political Events

Partisan political events must be sponsored by a student group or a department and must follow all UC and campus policies.

## Smoking

The University of Montana is a tobacco-free environment. Disputes regarding the application of this policy will be referred to UM Police.

## Sponsorship/Co-Sponsorship

* Sponsors of events assume joint responsibility for the event.
* Both the student organization and sponsor of the event must be actively involved with the initiation, coordination, planning, advertising and production of the event.
* All revenues/expenses associated with the event must flow through the sponsor’s ASUM account.
* Sponsor must be prepared to assume responsibility for any damage caused during the event and any unpaid charges.

# Event Planning Checklist

|  |  |  |
| --- | --- | --- |
| **6 - 8 weeks prior to event** | | |
|  | Reserve event venue and dressing/prep room through the Montana Event Services Office | |
|  | Book performers and sign contracts | |
|  |  |  |
| **5 - 6 weeks prior to event** | | |
|  | Create marketing materials (posters, flyers, banners, etc.) | |
|  | Submit venue layout information to MT Event Services Office (stage, audio, lights, table, dividers, and possible decorations) | |
|  | Decide on ticket process | |
|  |  |  |
| **4 - 5 weeks prior to event** | | |
|  | Make catering arrangements | |
|  | Purchase or make decorations | |
|  | Reserve hotel rooms | |
|  | Recruit volunteers | |
|  | Hire security, if needed, through UM Police | |
|  |  |  |
| **3 - 4 weeks prior to event** | | |
|  | Distribute posters, banners, fliers, etc. on campus | |
|  | Send contract to Business Services with request for check | |
|  | Make transportation arrangements | |
|  | Send publicity information to people on campus (faculty, RAs, etc.) | |
|  | Hang posters in town | |
|  | Perform mid-point budget check | |
|  |  |  |
| **Final 14 days** | | |
|  | Send out press release (14 days before) | |
|  | Develop itinerary (14 days before) | |
|  | Confirm performance details with agent (10 days before) | |
|  | Confirm room and set-up plans with MT Event Services (10 days before) | |
|  | Confirm all travel arrangements (10 days before) | |
|  | Hand out fliers on campus (7 days before) | |
|  | Remind volunteers of event duties (5 days before) | |
|  | Prepare gift bags (3 days before) | |
|  | Confirm itinerary with any speakers/guests (3 days before) | |
|  | Post event posters (5 days before) | |
|  | Pick up check from Business Services if paying a speaker/performer (2 days before) | |
|  | Pick up requested funds from Business Services if providing meals for guests (2 days before) | |
|  | Double check event set-up and catering information and make any needed changes (72 working hours in advance) | |
|  |  |  |
| **Day of Event** | | |
|  | Confirm you have all relevant phone numbers on hand | |
|  | Check event set-up | |
|  | Prepare and deposit any money to campus account  Follow-up with Thank you cards and Evaluations | |

# Event Calendar 2015-2016

Autumn Semester 2015

* August 27-28 (Thurs-Fri) - New Student Orientation
* September 7 (Mon) - Labor Day - No Classes, Offices closed
* September 26 (Sat) – Homecoming Parade
* November 11 (Wed) - Veterans Day– No Classes, Offices closed
* November 21 (Sat) – Griz/Cat Football Game (Bozeman)
* November 25-27 (Wed-Fri) - Thanksgiving Break
* December 11 (Fri) - Last Day of Regular Classes
* December 14-18 (Mon-Fri) - Final Exams
* December 25 (Fri) – Christmas Holiday
* December 31 (Thurs) – First Night Celebration
* January 1 (Fri) – No Classes, Offices Closed

Spring Semester 2016

* January 21-22 (Thurs-Fri)-New Student Orientation
* January 25 (Mon)- Spring Semester Classes Begin
* February 7 (Sun)- NFL Super Bowl
* February 14 (Sun)- Valentine’s Day
* February 15 (Mon)-Presidents Day– No Classes, Offices Closed
* March 7-10 (Mon-Thurs) Tunnel of Oppression
* March 20 (Sun)- International Food Festival
* April 4-8 (Mon-Fri)-Spring Break
* April 22 (Fri)- Earth Day
* May 6 (Fri)-Last Day of Regular Classes
* May 9-13 (Mon-Fri)-Final Exams
* Saturday, May 14-(Sat) Commencement

# UC Equipment

When you rent a room at the UC, basic equipment such as tables and chairs are provided at no charge. Additional equipment can be rented for an additional charge.

**Basic Equipment Available:**

* Tables: 3’x 3’, 6’x 30”, 72” Round, (8) 24” Round Bistro
* Chairs: Black Chrome
* Easels
* Coat Racks
* Rose-colored Dividers
* Baby Grand Piano (Ballroom Only)
* Upright Console Piano
* Carousel Projector or Overhead Projector
* Extension Cords
* Mirrors for Dressing Room
* Dry Erase Boards
* Lectern with built-in microphone
* Assistive Listening Devices with ordered audio services
* Speaker Phone
* Flip Chart paper and makers
* Flags
* Stage Ramp (with order of stage)

**Additional Equipment (provided at an additional charge):**

* Black Drapes
* Microphone
* Cordless Microphone
* LCD Projector
* Lighting
* Other Sound Equipment
* Telephone Connection
* Laptop
* Adjustable Stages (includes skirting): 12 pieces of 8’ x 4’
* Large Screen: 12’ x 9’ (ballroom only)
* Screen: 70” x 70”
* DVD\VCR (with 20", 27" or 32" monitor)
* Video Camera

 \* Piano tuning might require an additional charge. Other equipment and specialized services are also available for an additional fee.

**University Center Equipment Prices**

* Lectern/Lecternettes No Charge
* White/Chalkboard No Charge
* Coat Rack No Charge
* Easel No Charge
* Overhead Projector No Charge
* Slide Projector No Charge
* Room Divider (16’x6.8’) No Charge
* Flipchart Holder No Charge
* Flipchart Paper/Markers No Charge
* Extension Cord No Charge
* Flags No Charge
* Laser Pointer No Charge
* Mirror (4’) No Charge
* Upright Piano/Baby Grand **Client pays for tuning**
* Pipe & Drape (10’w x 8’h or 15’w x 8’h) **$20/ Section ($1/foot)**
* Stage (4’ x 6’ x 16” h pieces)  **$10/piece**
* Stage Riser (24”, 40”) **$4/piece**
* Stage lift No Charge
* Stage Ramp No Charge
* Table Cloths & Skirting (laundering expense) **$3.50 rec, $6.75 round**
* Event storage space No Charge
* Conference/Speaker Phone No Charge
* Data line/ telephone port  **$20**
* Day Parking Passes **$3/ each**
* AV Cart No Charge
* VGA Cable No Charge
* TV w/ DVD/VCR (mobile) No Charge
* Laptop (no charge w/rental of LCD) **$25**
* LCD/Digital projector (mobile/fixed) **$25**
* Portable Screen (6’x6’) No Charge
* Screen ( 12’ x 9’) **$20**

**Audio & Visual Equipment Prices**

* Cordless microphone (handheld, lav, cordless) **$25**
* Corded microphone (handheld)  **$25**
* Additional microphones **$8**
* Basic Sound Amplification (2 mains/ 2mics/di)**$70**
* Coffee Shop (2 mains & monitors, 8 inputs) **$90**
* Additional Speakers (2 mains or subs) **$40**
* Small Concert (4 mains & monitors, 20 inputs)**$175**
* ½ UMP (4 mid-hi, 2 subs) **$400**
* 2/3 UMP (4 mid-hi, 2 subs, 4 monitors) **$600**
* Full UMP Concert  **$1000**
* UC Theater Lights  **$23**
* Basic Lighting (2-6 lights, dimmer)  **$38**
* Extra Lighting (7-12 lights, 2 dimmers) **$75**
* Full lighting (truss, genies, 20 lights, dimmers)**$400**
* Electrical hookup for full lighting package **$100**
* I-Cue Mirrors (2 mirrors, power supply) **$23**
* Color Scrollers (4 scrollers, power supply) **$33**
* Video Camera **$38**

**ASUM recognized student group rates have been discounted ~ 50% from Public/Non-Profit and UM Department rates for most equipment.**

**These prices are valid through Spring 2015.**

**Campus Wide Distribution for Posters and Signs**

Below is a list of bulletin boards and towers on campus, along with a list of quantities permitted in each location.

Quantity Building Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6 University Center The Source, UC Admin, ASUM, The Market

1 Natural Sciences main floor

2 Jeanette Rankin first and second floor

2 Liberal Arts southeast door by elevator, 2nd hallway

13 Turner Hall drop off in Res Life office, fill out form

1 Fine Arts on stairwell

3 Social Science one per floor on the big bulletin boards

1 McGill Hall first floor by water fountain

1 Education first floor east end

2 PAR/TV down cement hallway

4 Fitness Rec. Center drop off at front desk

1 Outdoor Program drop off at front desk

1 Law bottom floor

2 Music Building 1 in the north stairway and 1 south end 1st floor

2 Gallagher Business Building board next to coffee shop, grad student lounge

5 Lommasson Food Zoo case, 2nd floor, Undergrad Advising Center

2 Payne Native American Center 1st floor main office, 2nd floor student lounge

1 Math upstairs on main floor

1 Skaggs by psychology department office

3 Urey Lecture Hall (ULH) two boards outside ULH, bulletin board near rest rm.

4 ULH Kiosk towers outside ULH

1 Journalism upstairs on second floor

1 Chemistry/Pharmacy down hall to right

1 Stone Hall main floor

2 Clapp Building 1st set of doors, also to the left

1 Forestry downstairs

2 Schreiber top of the two staircases and near the front door

4 Library one per floor (no board on third floor)

1 Honors College through main doors on right hallway

2 Main Hall one on each side of staircase

2 Oval kiosk outside of UC

2 Veterans Center ask front desk

**77 total flyers Run Time: 3 hours**

**Useful University Phone Numbers**

Adams Center Box Office 243-4051

ASUM Administration 243-2451

Campus Recreation 243-2802

MT Event Services/UC Event Scheduling 243-4113

Facilities Services Work Order Desk 243-6091

Presentation Technology Services/Equipment Scheduling 243-4875

President’s Office 243-2311

UM Police 243-6131

Registrar’s Office/Classroom scheduling 243-2414

The Source 243-4636

University Catering 243-4899

University Center Administration 243-5082