

Booking Deadlines and Planning Criteria

The purpose of this guide is to provide a clear explanation of the requirements for reserving space when using campus grounds and buildings, including indoor and outdoor venue space. In order to effectively manage the volume of event requests, all event organizers should be prepared to provide the criteria as outlined during the initial event planning meeting. Each contact will specifically state all deadlines for each event. If items are not received by the indicated deadlines, all or a portion of the event may be cancelled, and cancellation fees may apply—see [appendix](#) below. Senior Meeting & Event Planners have the discretion to select the most appropriate location for your event.

Time, Place, and Manner Regulations

Orderly behavior and the normal conduct of University affairs shall govern time, place, and manner of exercising free speech and advocacy. Regard for the privacy of others shall be observed, and reasonable precautions shall be taken against practices which would make persons on campus involuntary audiences. Activities that are determined to pose a risk to personal safety, university property, or facility security will be rescheduled until such time that adequate and appropriate security can be made available, as determined by UCI Police Department. Refer to [UCI Administrative Policies and Procedures Section 905](http://www.policies.uci.edu/policies/pols/905.php) (<http://www.policies.uci.edu/policies/pols/905.php>).

Event Intake - Make an Appointment Request

Registered Campus Organizations

[Event Summary and Planner Meeting Request](https://www.surveymonkey.com/r/9T37YCQ) (<https://www.surveymonkey.com/r/9T37YCQ>)

UCI Departments

[Event Inquiry and Planner Meeting Request](https://www.surveymonkey.com/r/LXD22F7) (<https://www.surveymonkey.com/r/LXD22F7>)

Off-Campus Guests

[Event Inquiry and Planning Meeting Request](https://www.surveymonkey.com/r/YS9VZMP) (<https://www.surveymonkey.com/r/YS9VZMP>)

Phase I: Initial Event Intake – Client Meeting

Event lead times will vary based on the size and scope of an event; some events may fall under the Major Event policy. If an event inquiry or event information is received with insufficient processing time, then SCES will advise the client and assist the client in identifying viable alternative event dates. For example, an event with additional approvals or that requires resources from other UCI departments/external service providers will require additional processing time. A request that does not allow for the necessary processing time will necessitate the selection of a date further out that accounts for the time to obtain approvals and secure partner resources.

In order to effectively manage the volume of event requests, all event organizers should be prepared to provide the criteria as outlined during the initial event planning meeting.

Completed
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Action Item (Phase I: Initial Event Intake)

» Event Name, Type and General Agenda

Questions to Think About

When planning a large event, please make sure to develop an action plan. SCES Senior Meeting & Event Planners can help you to ensure you have a successful event.

- ▶ What type of event will you be hosting? What is the goal of your event?
 - ▶ Events are generally categorized as:

▶ Art Exhibit	▶ Meeting
▶ Banquet	▶ Outdoor Tabling
▶ Class/Workshop	▶ Performance
▶ Concert	▶ Social Dance
▶ Conference	▶ Tournament
▶ Display/Structure	▶ Video/Photo Shoot
▶ Fairs	▶ Walk/Run
▶ Film Screening	▶ Speaker
▶ Lecture	
- ▶ What is the name of the event and do you have an agenda?

Consider This

- ▶ Special requirements may be needed to ensure the safety of the campus community.
- ▶ Event time and locations can be determined to ensure the academic mission is not hindered.
- ▶ Time, place, and manner may be determined on a case-by-case basis.
- ▶ The UCI Police Department, EH&S, and Facilities Management may advise Senior Meeting & Event Planners during the many phases of event planning.
- ▶ Special requests may require insurance certificates.
- ▶ Environmental Health & Safety provides guidance for maintaining a safe environment.
- ▶ When planning outdoor or large events, Fire Marshal may need to review event layout.
- ▶ Other special requests such as animals at events, are reviewed by the Associate Vice Chancellor of A&BS.

Fees: Not applicable

» Event Client, Sponsor(s), and Co-sponsor(s)

Questions to Think About

- ▶ What is the name of the entity/department/organization(s) sponsoring this event that is financially and legally responsible for the event?
- ▶ Will a student organization, campus department or external entity be co-sponsoring this event?
 - ▶ If so, provide the name of the sponsoring organization(s).

Consider This

Rates are determined based on sponsor and co-sponsor type. SCES determines co-sponsorship based on other entities providing funding, participating in the planning, or being listed as an event sponsor on advertising.

The UCI Conference Center defines co-sponsorship as events that meet one or more of the following criteria:

1. More than one organization is involved in the planning process—which includes verbal and written instructions—and modifications to existing event contracts and/or
2. Funding for the event comes from organizations or individuals other than the primary sponsor and/or
3. Publicity of the event indicates sponsorship involvement including more than the primary sponsor or multiple sponsors.

Co-sponsored events are subject to the corresponding rate based on the client type of the co-sponsor.

Fees: Yes

More Information:

① **Policy 900-11:** Guidelines for Scheduling Campus Properties through Student Center & Event Services
(<http://www.policies.uci.edu/policies/procs/900-11.php>)

Completed
✓

Action Item (Phase I: Initial Event Intake)

» Expected Attendance

(intended audience: students, faculty, staff, minors, community)

Questions to Think About

- ▶ Who is your target audience for the event?
- ▶ Will off campus guests be invited?
 - ▶ Determine basic parking needs, signs, traffic directors or parking attendants. Determine guest list.
- ▶ Will minors be participating?
 - ▶ Special requirements apply for minors attending without parent/guardian per UCI Risk Management.
- ▶ Are you transporting off-campus guests by bus or will they be driving individually?
- ▶ What time will guests begin to arrive?

Consider This

- ▶ Determine basic parking needs, signs, traffic directors or parking attendants.
- ▶ Parking services may be required for events with off-campus guests.
- ▶ Waivers signed by parents or guardians may be needed and will take time to gather.

Fees: Yes. Parking services may be required for events with off-campus guests and a charge may be incurred.

More Information:

- ① **Policy 904: Policy on Parking, Transportation and Traffic Regulation** (<http://www.policies.uci.edu/policies/pols/904.php>)
- ▶ **UCI Transportation Guest and Event Services** (<http://www.parking.uci.edu/services/event/>)

» Event Description, Activities, and Event Goal(s)

Questions to Think About

- | | |
|--|--|
| <ul style="list-style-type: none"> ▶ What are your learning objectives, if applicable? ▶ What do you hope to accomplish? ▶ Determine guest list. Ensure hosts, VIPs, and/or speakers are available for specified dates. | <ul style="list-style-type: none"> ▶ What are the event activities? ▶ Will you have animals at your event? |
|--|--|

Fees: Not applicable

More Information:

- ① **Policy - 905-40: Policy on Non-Research Animals on Campus** (<http://www.policies.uci.edu/policies/pols/905-40.php>)
- ▶ Direct security matters/requests to UCIPD

» Event Start and End Times

Questions to Think About

- ▶ What time will your event officially start and conclude?

Consider This

Room rentals are based on size and length of time room is in use.

Fees: Yes

» Pre/Post Event Times and Material Equipment Needs

Questions to Think About

- ▶ Will you need access to the space prior to the event?
- ▶ Will you need extra time for load-in/delivery capabilities and/or time after the event for take down or removal of equipment or supplies?
- ▶ Will you need to store materials pre and/or post event?

Consider This

- ▶ Event length may affect room rental, staffing, and other charges based on hours of use.
- ▶ Additional fees may be charged for use of a facility before normal opening hours and/or after closing hours (upon approval).
- ▶ Daily storage rate applies based on storage location. Requires advance approval from SCES.
- ▶ Items for storage cannot exceed 200 ft² of floor space, unless client is renting a bookable room to store items.
 - ▶ Will require coordination with vendors.

Fees: Yes

More Information:

- 📄 **Form - Storage Waiver** (http://www.conferencecenter.uci.edu/wp-content/uploads/2017/05/Storage_Waiver.pdf)

Completed ✓	Action Item (Phase I: Initial Event Intake)	
<input type="checkbox"/>	» Rooms/Spaces	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ How many spaces will you need? ▶ Will your event/activity be indoor/outdoor? <ul style="list-style-type: none"> ▶ Think about a back up space if outdoor and have weather concerns. 	<ul style="list-style-type: none"> ▶ Space/venue rental charges based on venue fee schedule and sponsoring organization. ▶ Student organization meetings for organization business will not have fees for events in the Student Center conference rooms when used in standard setup and requires no additional equipment.. 	
Fees: Yes		
<input type="checkbox"/>	» Indoor Room Setup(s)	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ What setup (theater, classroom, rounds, etc.) will you need? ▶ Will the room be decorated? 	Space/venue rental charges based on venue fee schedule and sponsoring organization.	
Fees: Yes, if not using a standard setup		
More Information:		
<ul style="list-style-type: none"> ▶ Layout Guide (http://www.conferencecenter.uci.edu/wp-content/uploads/2017/05/Layout-Guide.pdf) 		
<input type="checkbox"/>	» Outdoor Setups, Tents, Tables, Chairs or Structures/Displays	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ How many tables will you need? ▶ Are you planning on designing and building an exhibit for your event? ▶ Are you using an outside company to build or rent equipment? ▶ These factors help determine locations for the event/activity. 	<ul style="list-style-type: none"> ▶ Charges apply for equipment rentals and setup labor. No charge for safety review. ▶ All tent setups and most stage setups must be approved. Tents, canopies, and structures must be weighted down with sand bags. <p><i>Structure details (height, length, width, building materials, and structural design) must be submitted 15 or more days prior to the event to be approved by EH&S. Structure may not be larger than 10' high.</i></p>	
Fees: Yes		
<input type="checkbox"/>	» Type of Performance(s)	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ Will you need a special setup or equipment? ▶ Will client/performer bring own equipment? ▶ Will you need a stage; how large? ▶ Will performers use props? ▶ Provide a list of performances and performers. 	<ul style="list-style-type: none"> ▶ Labor and equipment charges based on client request/performer needs. ▶ Insurance requirements and security requirements may apply. 	
Fees: Yes, if equipment is needed		

Completed ✓	Action Item (Phase I: Initial Event Intake)	
<input type="checkbox"/>	» Vendor/Exhibitor	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ Will the vendor/exhibitor be handing out information or selling goods? ▶ If selling goods, what are they selling? ▶ Do they need equipment, power, etc.? ▶ Do you need storage for materials? 	Insurance is required for all outside vendors who provide or bring services to the campus.	
Fees: No		
More Information:		
<ul style="list-style-type: none"> ① Policy - 900-16: Policy on Temporary Access to University Properties by Off-Campus Vendors and Commercial Entities (http://www.policies.uci.edu/policies/pols/900-16.php) 📄 Form - Temporary Vendor Permit (http://www.conferencecenter.uci.edu/wp-content/uploads/2017/05/temporary-vendor-permit.pdf) 📄 Form - Vendor Agreement Form (http://www.conferencecenter.uci.edu/wp-content/uploads/2017/05/vendor-agreement.pdf) 📄 Form - Sample Certificate of Liability Insurance Form (http://www.studentcenter.uci.edu/wp-content/uploads/2017/11/coi-sample.pdf) 		
<input type="checkbox"/>	» Sound Use	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ Will there be singing or use of instruments? ▶ Will you use amplified sound? ▶ Do you need access to a power source? 	Venue choices may be limited based on sound requirements/needs. Time, Place, and Manner Regulations Orderly behavior and the normal conduct of University affairs shall govern time, place, and manner of exercising free speech and advocacy. Regard for the privacy of others shall be observed, and reasonable precautions shall be taken against practices which would make persons on campus involuntary audiences. Activities that are determined to pose a risk to personal safety, university property, or facility security will be rescheduled until such time that adequate and appropriate security can be made available, as determined by UCI Police Department. Refer to UCI Administrative Policies and Procedures Section 905 (http://www.policies.uci.edu/policies/pols/905.php).	
Fees: No		
More Information:		
<ul style="list-style-type: none"> ① Policy - 900-10 (Section D.3 Use of Sound) (http://www.policies.uci.edu/policies/pols/900-10.php#sectiond) ① Policy - 905: Police Department - Authority and Jurisdiction (http://www.policies.uci.edu/policies/pols/905.php) 📄 Form - Sound Exception Form (http://www.conferencecenter.uci.edu/wp-content/uploads/2017/06/sound-request-form-2017.pdf) 		
<input type="checkbox"/>	» Equipment Needs	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ What equipment will be needed at your event? <ul style="list-style-type: none"> ▶ For example: podium, pipe and drape, risers, easels, floral arrangements, marker boards, directional signage, etc. ▶ What do you need to rent? ▶ What equipment do you plan to bring with you? 	<ul style="list-style-type: none"> ▶ If using an outside vendor/service provider, they must be approved by Purchasing (if for UC Department) and insurance will likely be required. ▶ Off-campus event sponsors bringing their own equipment may also need to provide insurance. ▶ Equipment rental list coming soon to SCES website. ▶ Labor and equipment charges based on client request/performer needs. ▶ Insurance requirements and security requirements may apply. 	
Fees: Yes		

Completed ✓ **Action Item (Phase I: Initial Event Intake)**

» **Funding Source/General Budget**

Questions to Think About

- ▶ Ensure funds are available to cover contract estimates
- ▶ If you are part of Student Government & Student Media we will need to get budget approvals prior to booking. Payment method is required at this time.

Fees: Not applicable

More Information:

📄 **Form** - Student Government & Student Media Approval Form (<http://apps.studentcenter.uci.edu/SAQ>)

» **Ticketing or RSVP**

Questions to Think About

- ▶ Will you be selling tickets to the event?
- ▶ Will you be requiring your guests to RSVP?

Consider This

This may help you to ensure accurate attendance numbers and that you do not exceed capacity of the room.

Fees: No

» **Audiovisual and Technology**

Questions to Think About

Determine your A/V needs—sound, lighting, projection, microphones.

- ▶ Do you need handheld mics/lavs?
- ▶ Will the event be live streamed and shown on a website (if so, need that information).
- ▶ Where will the webcast run on the website?
- ▶ Who will caption the video? In-house or outsourced?
- ▶ Will the event be recorded? In-house or outsourced?
- ▶ Are you planning to provide your own equipment?
- ▶ Will you need access to a power source?
- ▶ Will you be showing a movie or video. If so, what format?
- ▶ Will a phone line be needed? Will you need a polycom?
 - ▶ What calling area—California, Contiguous United States, or International?

Consider This

Applicable fees are based on equipment and support services required.

- ▶ A plug and play fee may apply to use the house system, sound, live streaming, and/or filming the event.
- ▶ Charges may apply if special Ethernet/internet needs are required and services need to be ordered through OIT to accommodate.
- ▶ May require copyright approvals.
- ▶ Phone lines will have costs associated.

Fees: Yes

» **Food**

Questions to Think About

- ▶ Will you need food catered?
- ▶ Who is the caterer?
- ▶ Will you need linens from the caterer or other rental company?
- ▶ Will this be a banquet or cocktail?
- ▶ Will this be a buffet or served?
- ▶ What dietary and special needs?

Consider This

- ▶ If the event is at Student Center or Newkirk, UCI Dining has the first right of refusal.
- ▶ Food costs are determined by Hospitality and Dining Services or the chosen caterer if applicable.
- ▶ Food is not allowed in classrooms or lecture halls.

Fees: Yes

More Information:

- ① **Policy** - 500: UCI Food Service Policy (<http://www.policies.uci.edu/policies/pols/500.php>)
- ▶ Food Safety and Permit Program (<https://www.ehs.uci.edu/programs/sanitation/foodpermit.html>)
- ▶ On-Campus Catering Guide (<https://food.uci.edu/catering-alcohol/>)

 **Phase II: Two Weeks After Receipt of Contract/Estimate**
14 Calendar Days

Completed ✓	Action Item (Phase II: Two Weeks Following)
<input type="checkbox"/> » Fully Signed/Executed Contract is Due	
Submission Instructions	
Due 14 days after receipt of tentative agreement via: <ul style="list-style-type: none"> ▶ Email ▶ Fax ▶ Hand-Delivery ▶ In-Person 	
Fees: Deposit due at time of contracting	
<input type="checkbox"/> » Deposits and Payment Method	
Submission Instructions	Deposit Details
The means of payment depends on payment method: <ul style="list-style-type: none"> ▶ In-Person ▶ Email ▶ Phone <p>RCO - Acceptable Payment Methods</p> <ul style="list-style-type: none"> ▶ Credit Card ▶ Student Government Account ▶ Invoice <p>Departments - Acceptable Payment Methods</p> <ul style="list-style-type: none"> ▶ KFS ▶ Recharge <p>Off-Campus - Acceptable Payment Methods</p> <ul style="list-style-type: none"> ▶ Credit Card ▶ Invoice/Check 	<p>Off-Campus and RCOs 50% of tentative Confirmation Estimate</p> <p>Departments 25% of tentative Confirmation Estimate</p> <p>See contract terms for payment options, deposit percentage, and due dates.</p> <p>See appendix for details on cancellation fees.</p>
Fees: Yes. See contract terms for payment options, deposit percentage and due dates.	
More Information: ▶ See appendix for details on cancellation fees	

Phase III: Three Weeks Prior to Event Start

21 Calendar Days

Forms and details may be submitted via email or in person.

Completed ✓	Action Item (Phase III: Three Weeks Prior)	
<input type="checkbox"/>	» Insurance	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ Are you hiring an outside entity to perform services? <ul style="list-style-type: none"> ▶ If not filmed or photographed by AntMedia, insurance may be required. ▶ All outside photographers, videographers, professional entertainment, equipment rentals, and other service providers will require insurance. 	<p>No SCES charges for reviewing insurance.</p> <p>Insurance If indicated herein, Client shall provide University a Certificate of Insurance showing Commercial Liability coverage of at least \$1 million per occurrence and \$2 million aggregate. University may require more coverage depending on the size, scope and risk factors involved in the program. University strongly recommends groups with minors in attendance attain sexual molestation and abuse coverage. The Certificate of Insurance provided to University from Client shall include coverage for all participants, staff, and volunteers associated with the program, or shall include other language to demonstrate such coverage. Automobile Liability with a combined single limit of at least \$1,000,000 for bodily injury and property damage shall be required if vehicles will be driven by Client or its representative, participant, or guest on any portion of the campus other than open public roads and designated parking lots. Client must obtain authorization from University in writing prior to any such activity. Any third party vendor that provides services for the event (e.g., equipment rentals, florist, photographer, balloon vendor, transportation to and from campus, etc.) shall insure, at its sole cost and expense, its activities and obtain, keep in force, and maintain insurance. If Client intends to use a third-party vendor (even if the services are provided to Client free of cost), Client shall notify University more than 15 days prior to the event start date. External vendors must be approved by University, and are required to provide evidence of coverage, before they can provide services on University property. University shall provide to Client the types and limits of insurance that it requires of the third-party vendor. Certificates of Insurance shall include The Regents of the University of California as additional insured and obligate the insurers to notify University at least 30 days prior to cancellation of, or a change in, insurance coverage. Client shall furnish University with Certificates evidencing compliance with all requirements more than 15 days prior to the event start date. Failure to meet any of University's insurance requirements shall make this contract null and void and will result in cancellation of the event at Client's expense.</p> <p>Certificate Holder Information: The Regents of the University of California Attn: Student Center & Event Services UCI Student Center & Event Services A311 Student Center Irvine, CA 92697-2050 949.824.5252 reserver@uci.edu</p> <p>Client may use any insurance provider to meet University insurance requirements, including Mercer Campus Connexions (see http://uci.campusconnexionsuc.com/).</p>	
Fees: No SCES fees		
<p>More Information:</p> <ul style="list-style-type: none"> ▶ May require insurance or other campus approvals such as EH&S or Risk Management. ① Policy - UC Policy BUS 63 (http://policy.ucop.edu/doc/3520339/BFB-BUS-63) ① Policy - University of California Minimum Insurance Requirements (http://www.ucop.edu/risk-services/_files/general_ins_limits_rev111313.pdf) 📄 Form - Sample Certificate of Insurance (http://www.studentcenter.uci.edu/wp-content/uploads/2017/11/coi-sample.pdf) ▶ Mercer Campus Connexions (http://uci.campusconnexionsuc.com/) 		
<input type="checkbox"/>	» Finalize Speaker Name(s)	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ The number of speakers may influence the room size and location. ▶ Does your speaker have dedicated security? 	<ul style="list-style-type: none"> ▶ Outside security will need to coordinate with the UCI Police and may need insurance. ▶ Charges may apply for services/resources specially requested by client on behalf of their guest speaker such as reserved parking space or a green room. 	
Fees: Not applicable		

Completed ✓	Action Item (Phase III: Three Weeks Prior)
<input type="checkbox"/> » Performer List	
Questions to Think About	Consider This
<ul style="list-style-type: none"> ▶ What type of performance(s)? ▶ Will you need a special set-up or equipment? ▶ Will client bring own equipment? ▶ Will you need a stage? ▶ Will they use props? 	<ul style="list-style-type: none"> ▶ Cost may apply if need a stage, lighting, to plug into house system, etc. ▶ Onsite staffing may be required to operate equipment and will require a fee. ▶ Insurance will be required for some performers.
Fees: Yes, if not using standard set locations	
More Information: Form - CampusConnexions Insurance (for Student organizations) (uci.campusconnexionsuc.com/)	
<input type="checkbox"/> » Alcohol Request	
Questions to Think About	Consider This
<ul style="list-style-type: none"> ▶ Will you be serving alcohol? <ul style="list-style-type: none"> ▶ If so, food must also be served. 	<ul style="list-style-type: none"> ▶ Onsite staffing (e.g., TIP certified bartenders/oversight staff) will be required. ▶ Layout requirements (per ABC regulatory entity) apply if the event is outdoors/not in a contained space. ▶ The cost of alcohol, food, TIPS certified bartender(s), and costs for a day permit from ABC (if applicable, based on venue) are charged by UCI H&DS to client.
Fees: Yes	
More Information: ① Policy - 900-13: Policy on Sale, Service and Consumption of Alcoholic Beverages (includes request form) (http://www.policies.uci.edu/policies/pols/900-13.php)	
<input type="checkbox"/> » Parking Services	
Questions to Think About	Consider This
<ul style="list-style-type: none"> ▶ Will you need to arrange for parking services? ▶ Will you need permits, VIP services, online guests list, attendants, traffic directors, road or pedestrian signs? 	<ul style="list-style-type: none"> ▶ SCES will arrange all your parking needs—all associated charges are a pass through
Fees: Yes, charges are determined by UCI Transportation & Distribution Services	
More Information: ① Policy - 904: Policy on Parking, Transportation and Traffic Regulation (http://www.policies.uci.edu/policies/pols/904.php) ▶ UCI Transportation Guest and Event Services (http://www.parking.uci.edu/services/event/)	

Phase IV: Two Weeks Prior to Event Start

15 Calendar Days

Late fees may apply for changes or additions requested depending on service provider. See appendix for more details.

Forms and details may be submitted via email or in person.

Completed ✓	Action Item (Phase IV: Two Weeks Prior)	
<input type="checkbox"/>	» Submit Sound Permit	
Consider This		
<p>The campus has a limited amount of sound spaces. Sound is approved on a first-come, first-served basis. Costs will apply for equipment rentals such as PA rentals.</p> <p>Time, Place, and Manner Regulations Orderly behavior and the normal conduct of University affairs shall govern time, place, and manner of exercising free speech and advocacy. Regard for the privacy of others shall be observed, and reasonable precautions shall be taken against practices which would make persons on campus involuntary audiences. Activities that are determined to pose a risk to personal safety, university property, or facility security will be rescheduled until such time that adequate and appropriate security can be made available, as determined by UCI Police Department. Refer to UCI Administrative Policies and Procedures Section 905 (http://www.policies.uci.edu/policies/pols/905.php).</p>		
Fees: No charge for sound approval		
<p>More Information: ⓘ Policy - 900-10 (Section D.3 Use of Sound) (http://www.policies.uci.edu/policies/pols/900-10.php#sectiond) 📄 Form - Sound Exception Form (http://www.conferencecenter.uci.edu/wp-content/uploads/2017/06/sound-request-form-2017.pdf) ⓘ Policy - 905: Police Department - Authority and Jurisdiction (http://www.policies.uci.edu/policies/pols/905.php)</p>		
<input type="checkbox"/>	» Copyrighted Materials Approvals	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ Have you contacted the appropriate owner of the copyrighted materials to ensure approvals are accurate? <ul style="list-style-type: none"> ▶ This applies to films, videos, music, logos, etc. 	<ul style="list-style-type: none"> ▶ No charge for SCES review of written documentation of permission for use. ▶ Charges may apply for the purchase of permission for rights to film screenings from off-campus copyright vendors such as SWANK. 	
Fees: No SCES fees		
<p>More Information: ⓘ Policy - 802-11: Policy on Use of Videotapes (http://www.policies.uci.edu/policies/pols/802-11.php) ⓘ Policy - See federal copyright laws for further details</p>		
<input type="checkbox"/>	» Final Number of Off-Campus Guests	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ Did you have RSVP deadline? ▶ Are final guest counts available? 	Guest count can affect service orders/setup needs and raise/adjust catering, parking, and other event costs.	
Fees: No		
<input type="checkbox"/>	» Signed Storage Waiver	
Questions to Think About	Consider This	
<ul style="list-style-type: none"> ▶ Do you have equipment or supplies to be delivered from an off campus supplier or vendors? <ul style="list-style-type: none"> ▶ May be stored 2 – 3 days (ONLY) in advance of the event. 	<ul style="list-style-type: none"> ▶ Daily storage rate applies based on storage location. Requires advance approval from SCES. ▶ Items for storage cannot exceed 200 ft² of floor space, unless client is renting a bookable room to store items. 	
Fees: No charge for waiver		
<p>More Information: 📄 Form - Storage Waiver (http://www.conferencecenter.uci.edu/wp-content/uploads/2017/05/Storage_Waiver.pdf)</p>		

Completed
✓

Action Item (Phase IV: Two Weeks Prior)

» Final Food Information/Food Permits

Questions to Think About

- ▶ Have you confirmed with your caterer your final headcounts and menu items based on their established deadlines?
- ▶ If food permit is needed, has it been submitted?

Consider This

- ▶ Charges apply for catering services or rental of equipment to support food service such as food tables.
- ▶ May require additional insurance or approval(s)

Fees: Yes

More Information:

- ① **Policy** - 500: UCI Food Service Policy (<http://www.policies.uci.edu/policies/pols/500.php>)
- ▶ Food Safety and Permit Program (<https://www.ehs.uci.edu/programs/sanitation/foodpermit.html>)
- ▶ On-Campus Catering Guide (<https://food.uci.edu/catering-alcohol/>)

» Final Room Layout Details

Questions to Think About

Do you need any changes to the layout discussed earlier in planning?

Consider This

If major changes are made, charges may apply for adjustments in equipment rentals, labor, etc.

Fees: Yes

» Outdoor Setups and Structure/Display Diagrams

Questions to Think About

Do you have all structural details (design, materials, height, width, length) to be submitted to EH&S for approval?

Consider This

Late fees may apply for changes or additions requested depending on service provider.

Fees: No

» Final Equipment and Technology Needs

Questions to Think About

- ▶ Do you need any changes to the equipment discussed earlier in planning?
 - ▶ Final projection/screen needs
 - ▶ Final microphone needs
 - ▶ Polycom?
 - ▶ Lighting?
- ▶ Laptop types
- ▶ Sound
- ▶ Head table
- ▶ Internet
- ▶ Etc.

Consider This

Charges apply for onsite staffing based on event requirements/requests.

Fees: Yes

» Final Staffing Needs (AV Techs/Event Leads)

Questions to Think About

Normally staffing needs are determined by SCES staff; however, client may request additional support.

Consider This

Charges apply for onsite staffing based on event requirements/requests.

Fees: Yes

 **Phase V: One Week Prior to Event Start**

7 Calendar Days

Late fees may apply for changes or additions requested depending on service provider.

Completed ✓	Action Item (Phase V: One Week Prior)
<input type="checkbox"/>	» Review contract for change orders and finalize costs and details
Fees: Yes	

SCES Cancellation Fees

Fees vary based on client type.

Registered Campus Organizations

Advance Notice Given	Cancellation Fee
15 or more days prior to event	50% total fees (i.e. the deposit)
14 days or less prior to event	100% total fees for cancelled space

Departments

Advance Notice Given	Cancellation Fee
29 days or more prior to event	25% total fees (i.e. the deposit)
15-28 days prior to event	75% total fees for cancelled space
14 days or less prior to event	100% total fees for cancelled space

Off-Campus Guests

Advance Notice Given	Cancellation Fee
29 or more days prior to event	50% total fees (i.e. the deposit)
28 days or less prior to event	100% total fees for cancelled space

SCES Late Fees

Fees vary based on client type.

Registered Campus Organizations

Late Reservations

New reservations need to be made with adequate lead time. Reservations made within 15 days of the event date are considered late. While University will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. If a late reservation can be contracted less than 10 days prior to the event start date, a \$25 late booking fee will apply. The late booking fee covers administrative costs only and is in addition to the standard costs associated with venues and resources to support the event.

Late Changes

Changes to an existing reservation need to be made as far in advance as possible. Changes made within 15 days of the event date are considered late. While the Student Center will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. A \$75 late change fee applies to each request for changes made with less than 10 days notice from the event start that affect Student Center & Event Services staffing including (but not limited to) layout changes, earlier pre/event start times or later post/event end times, adding an event lead or AV tech, etc. The late change fee covers administrative costs only and is in addition to the standard cost associated with the staffing or items being added to the reservation.

Departments

Late Reservations

New reservations need to be made with adequate lead time. Reservations made within 15 days of the event date are considered late. While the Student Center will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. If a late reservation can be contracted less than 10 days prior to the event start, a \$50 late booking fee will apply. The late booking fee covers administrative costs only and is in addition to the standard costs associated with venues and resources to support the event.

Late Changes

Changes to an existing reservation need to be made as far in advance as possible. Changes made within 15 days of the event date are considered late. While the Student Center will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. A \$125 late change fee applies to each request for changes made with less than 10 days notice from the event start that affect Student Center & Event Services staffing including (but not limited to) layout changes, earlier pre/event start times or later post/event end times, adding an event lead or AV tech, etc. The late change fee covers administrative costs only and is in addition to the standard cost associated with the staffing or items being added to the reservation.

Off-Campus Guests

Late Reservations

New reservations need to be made with adequate lead time. Reservations made within 15 days of the event date are considered late. While University will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. If a late reservation can be contracted less than 10 days prior to the event start, a \$50 late booking fee will apply. The late booking fee covers administrative costs only and is in addition to the standard costs associated with venues and resources to support the event.

Late Changes

Changes to an existing reservation need to be made as far in advance as possible. Changes made within 15 days of the event date are considered late. While University will try to accommodate late reservation requests, staffing and resources may not be available or may be difficult to arrange last minute. A \$225 late change fee applies to each request for changes made with less than 10 days notice from the event start that affect Student Center & Event Services staffing including (but not limited to) layout changes, earlier pre/event start times or later post/event end times, adding an event lead or AV tech, etc. The late change fee covers administrative costs only and is in addition to the standard cost associated with the staffing or items being added to the reservation.