Event Planning Policies

Tips & Resources that will help your organization have a winning year!
Event Planning - COVID-19 Updates

• Review [COVID-19 FAQs for Student Organizations](#)

• Student organization members are required to wear face coverings in all campus buildings, and maintain six feet of physical distance from others. When gathering outside, members are also required to wear face coverings when six feet or more of physical distance is not possible.

• Whenever possible, external guests/speakers/performers should engage virtually rather than coming physically to campus. In the limited situations when external guests come to campus, they should be provided the web link with [UNI requirements for campus visitors](#) in advance.

• For group gatherings, organizers are required to limit the number of participants present to ensure they're using 50% or less of room capacity and maintaining six feet or more of physical distance between individuals who are not roommates or in the same household. Organizers are required to keep a list of attendees. Any student organization that would like to host an event for 50 or more participants should first obtain approval from the department responsible for reserving the necessary campus space.

• For student events that involve food, organizers are required to use UNI Catering only. Food items handed out at tabling/promotion events must be pre-packaged and shelf stable. Bake sales are not allowed.

• Organizers should plan for contact-free distribution of any event materials, and entrance/exit procedures that minimize congregation in small spaces.
Event Planning - Timeline

• Planning Timeline (minimum suggested)
  • 3 months prior
    • Reservations for room and publicity spaces should be made
  
  • 2 months prior
    • Contracts should be in to the Office of Student Life, prior to requesting or receiving a contract. Communicate with Pam Creger about our process
    • Supplier should provide a contract, if they do not have one the Office of Student Life can provide one. Additional information can be found in the Student Organization Handbook
  
  • 2 weeks prior
    • Catering request should be submitted
Event Reservations - COVID-19 Updates

● In-person meetings and events will be allowed on campus, but new guidelines exist and are unique to each facility. For your next student organization meeting or event, please work directly with the facility of your choice by starting with the appropriate online reservation request.

● For events in Maucker Union, you can find a list of COVID FAQs at studentlife.uni.edu

● For additional information about reserving other university facilities, visit studentlife.uni.edu/university-facilities
# Event Reservations

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<th>Online Reservation Form</th>
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<tr>
<td>Academic Buildings</td>
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<td>Nicole Lehman</td>
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<td>Athletics (Dome, McLeod)</td>
<td>N/A</td>
<td>Brooke Croshier-Sidebotham</td>
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<tr>
<td>Commons (Slife Ballroom, Georgian Lounge and Porch)</td>
<td>N/A</td>
<td>Jill Chelesvig</td>
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<td>GBPAC (Lobby, Great Hall, Davis Hall, Jebe Hall)</td>
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<td>Maucker Union Reservation Request</td>
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<td>Outdoor Event Request</td>
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<td>WRC</td>
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Food & Beverages for Events on Campus

*COVID-19 Update for Catering*

- For student events that involve food, organizers are required to use UNI Catering only.
- Food items handed out at tabling/promotion events must be pre-packaged and shelf stable.
- Bake sales are not allowed.
University Policy 13.17

• The purpose of this policy is to ensure the health and safety of individuals consuming food and beverages on university property and compliance with Black Hawk County Health Department regulations, the Iowa Food Code, university contracts and the laws of the State of Iowa.

• Facilities on campus may adopt policies that further regulate food/beverage service in their venue. It is recommended therefore that, before planning an event, planners verify the specific food policies with the facility.

• Click here to view the policy.
Food & Beverage Request Forms

• **Catering Exception Request** forms are just requests
  o Turn in a minimum of 2 weeks in advance
  o What documentation is needed

• **Assisted Preparation**
  o Minimum of 8 weeks prior
Student Organization Publicity Resources

- The Office of Student Life **Button Maker** is available for Student Organizations to use at no charge with **two sizes**

- **Student Organization Resources** - Provides a variety of resources for event planning, promotion, finances, and operations for your student organization.
University Relations Policies

• Design Basics
  • Organizations are encouraged to create their own designs
  • Consult the University Visual Identity & Style Guide and use University Wordmarks (required if you want to receive the Copyworks discounted pricing)

• Printing Process
  • Plan ahead!
  • Submit via online Copyworks Request Form

• Ordering Apparel & Giveaways
  • UNI Bookstore is an option for apparel
  • Must use approved vendors
Copyworks Printing Process

The university has a contract providing a reduced rate (approximately 50%) for jobs submitted through the proper procedures.

Key Items to Remember:

1. It is your responsibility to plan ahead. Requests are processed between the hours of 8am and 5pm Monday through Friday. Plan to allow at least a 24-hour turn around for printing submissions.

2. To receive the discounted pricing, you must use the university nameplate or wordmark.

3. Any order placed outside of this approved process will not receive the discount.

4. Any orders taken directly to Copyworks using the university nameplate, wordmark or associated marks will be redirected back to follow the approved process. These marks are licensed trademarks and it is illegal for Copyworks (or any vendor) to use them without permission.
Student Travel Policy

• **COVID-19 Update on University Travel**

• View University Policy [3.05 Student Domestic Travel](#)

• **Key Points to Remember:**

  • Travel is for organization business *academic endeavors, field trips, activities of registered student organizations, and in situations in which a student or member(s) of a registered student organization officially represents the university*

  • You advisor is responsible for:
    • Creating a trip in the ProTrav system
    • Forwarding the approved trip to Department of Public Safety

• Student Conduct Code still applies
Gambling & Raffle Policy

**Casino Nights** and **Raffles** are events that require a Gambling License

**Door Prizes** – ok as long as participants didn’t pay to have a chance to win

- How to proceed if your event required a Gambling License:
  - You must apply through Pam Creger in the Office of Student Life
  - Your advisor must be present at prize distribution and must be the one responsible for depositing any funds received
  - [Gambling License Instructions](#)
Social Media

• Please share your organization’s events with us and we will post it on our social media platforms.

• Social Media Marketing Request Form