How to host a safe and fun event at UNI.

When planning your event there are a few things to consider as a student group.

1. Start planning 3-4 weeks in advance of your event date. 2. Be sure to speak with your advisor to set a date, 3. Reserve a location, 4. Determine guest list and how event will be advertised, and 5. Decide which food and beverages items are to be offered.

Then you can take the next steps to ensure you are on the right path for your event.

- Location of event: Commons, Maucker Union, CME, Gallagher Bluedorn, or a DOR Building?
  - yes
  - Is it a bake sale open to the public?
  - yes
  - Contact UNI Catering to help plan your event or complete an Exception form to hire an outside vendor at www.uni.edu/maucker/event-services/
  - no
  - no

- Location: McLeod Center, Dome or outside parking areas
  - yes
  - McLeod Center or Dome is required for your food needs. Please contact the UNI-Dome Concessions 319-273-6237 or 319-273-6217
  - no

- Location: Any other building on campus. Ie, West Gym, CBB, WRC, Schindler Ed. Center, etc.
  - yes
  - Is it a bake sale open to the public?
  - yes
  - Visit http://www.uni.edu/maucker/event-services/ to complete the Request for Bake Sale Exception
  - no

- Location: Outdoors on campus.
  - *Complete an Outdoor Request form located on Maucker Union website
  - yes

*Visit our website www.uni.edu/catering to see our catering options and prices. This will help determine your funding needs.

*Have funding information ready when placing your order. Example—organizations account code, NISG Funding form, etc.

Visit the website www.uni.edu/involvement to find the forms.

*Refer to the Food Policy, Pepsi Policy, Alcohol Policy, and other policies that apply to the event. Also visit www.uni.edu/maucker/event-services/ for other exception forms.

*Wanting to serve cultural or unique foods, please complete the Request for Assisted Preparation form and contact UNI Catering for further information.