

# University Unions Student Event Planner

Thank you for choosing University Unions for your event. The following guidelines and tips have been prepared to assist you with the event planning process. Please refer to our planner on the last page to help organize details.

## Authorized Signers

Only authorized signers are allowed to designate funds for any event. To confirm authorized signers for your organization, please check with the SOAS Office (Rm. 2400 Michigan Union)

## Room Rates and Scheduling

When scheduling your event, please note that there are several rooms in our facilities that have a room rental fee:

- *The Michigan Union*: Blain, Tappan, University Club, Ballroom & Pendleton Room
- *The Michigan League*: Blagdon, Ballroom, Vandenberg, Hussey, Michigan, Kalamazoo, Concourse, Underground, Garden
- *Pierpont Commons*: Commons Café, Mezzanine Level Executive Suite

Please note that admission fees or donations for your event will result in a rental fee for free rooms and a higher fee for charged rooms.

Student groups are allowed to book 2 years in advance for special events only (one booking for the Ballroom) and are allowed 12 regular bookings per semester per building.

## Event Details

To help your event run smoothly, we ask that you give your details to your event coordinator a minimum of **3 weeks** before your event. In order to prevent miscommunication, we request one contact for all information.

Here is a list of what your coordinator will need:

- Timeline
  - Your Arrival, Guest Arrival, Event Start, Event End
- Audio/Visual Needs
- Food/Beverage Details
- Furnishing & Room Set Up Needs
  - Registration Table, Materials Tables, etc.
  - Auditorium Style, Banquet Rounds

Your final attendance numbers and any changes will be due **ONE WEEK** prior to your event date. Any changes after the final count may incur additional costs.

## Food & Beverage

Here are some things that you will need to know about food and beverage within University Unions:

- All food must be provided by either University Unions catering service or licensed vendor within that building
- Health Department regulations only allow food and beverage to be out for 1.5 hours
- Extra food and beverage requested during the event are additional costs

## Audio/Visual Equipment

We have a full list of equipment which is available to your organization at discounted cost.

- Please note that we have a limited inventory, so it is advisable to reserve as soon as possible.
- Our staff will set up the equipment for you, but will not be there during your event. If you need assistance, please go to the information desk and ask for a building manager. If extensive help is needed with A/V, you will need to schedule an A/V technician at least one week before.
- If you add equipment the day of your event, you will be charged for it

# University Unions Student Event Planner

- If you need equipment, reserve it at least a couple days in advance
- You are allowed to bring in your own A/V equipment

## Room Set Up and Furnishings

- Remember that maximum capacity only accounts for people. Adding tables, audio/visual equipment or staging will reduce the number of people that can fit in the room
- The moving of furniture and tables in a standard set room is discouraged. If rooms are not in their original condition, there will be a \$25 re-setting fee.
- You receive 2 tables clothed and skirted for free
- Excessive trash in your room will result in a clean-up fee
- All decorations must be pre-approved by your event coordinator

## Dance Parties

These rules apply to parties that have an expected attendance of 125 or more

- Dance Parties Requests and DPS forms must be received at least 28 days prior to your event date to allow for scheduling
- A special pre-event meeting must take place at least 14 days before your event. You will meet with the Michigan Union Ticket Office, DPS, a Student Program Advisor and your Event Coordinator
- The full dance/party policy is available at <http://www.umich.edu/~uunions/meeting/dancePartyPolicies.pdf>

## Casino Nights

If your event involves casino type games, your group will need to apply for a gaming license with the State of Michigan Gambling Commission. This will usually take up to a month to process. If you do not want to apply for a license or do not have enough time to apply for one, here are the conditions which must be followed:

- Your event must be open to the public
- No money can be exchanged
- No prizes, including raffle style, can be awarded during the event

## Alcohol

- Student groups are only allowed to have cash bar service
- Special restrictions may occur if there will be underage attendees at your event or if Event Services deems it necessary
- Alcohol service must end 1 hour before the event ends
- Ample food (3 pieces/person per hour or equivalent) must be available if alcohol is present at your event

If you have any additional questions, feel free to contact our office at 734-764-8837. And a full list of our rules and regulations may be found at [www.umich.edu/~uunions/meeting/uufup.pdf](http://www.umich.edu/~uunions/meeting/uufup.pdf).

# University Unions Student Event Planner

Name of Event: \_\_\_\_\_

Event Contact: \_\_\_\_\_

Date: \_\_\_\_\_ Guest Count: \_\_\_\_\_

Who should we contact on-site with questions? \_\_\_\_\_

## Timeline

Time	Activity
	Client Arrival
	Guest Arrival
	Hors D'oeuvres
	Presentation
	Event Start
	Bar Opens
	Dinner Service
	Dance Starts
	Bar Closes
	Event Ends

Will you have assigned seating? Y N

Do you have a designated budget for the portion of your event held at our facility? Y N \$ \_\_\_\_\_

Will your event cause potential noise issues for other events? Y N

If applicable, have you had your pre-event meeting with DPS and Student Program Advisor?

What sort of decorations will you be using?  
\_\_\_\_\_

## Details

Item	Provider	Details
Centerpieces/Candles		
Audio-visual/Podium		
Music		
Linens		
Table Numbers, Reserved Signs		
Place Cards/Nametags		Meal Designation:

## Catering Selections

Hors d'oeuvres	Individual: Platters: Would you like to serve the hors d'oeuvres buffet-style, passed, or a combination of both options?
Salad and Dressings	
Entrée	First Selection: _____ Vegetarian Option: _____ Second Selection: _____ How would you like the meal to be served (Buffet or Sit-Down)?
Accompaniments (Vegetables & Starches)	
Dessert	