



UC RIVERSIDE
EVENT
PLANNING
GUIDE



Table *of* Contents

Getting Started

- Define Your Event
- Select a Date and Location
- Determine Your Budget
- Using a Timeline

The Details

- Invitations
- Registration
- Special Guests
 - Scheduling the Chancellor/Provost
 - Visiting Dignitary Protocol
 - Briefing Documents
- Entertainment
- Catering
 - On-Campus Options
 - Off-Campus Options

Campus Service Providers & Off-Campus Vendors

- Risk Management
- Environmental Health & Safety
- UC Police Department
- Contemporary Services Corporation
- Event Management & Protocol
- University Communications
- Digital Print Services
- Transportation & Parking Services
- Facility Services

Tips & Tricks

- Hotels & Campus Housing
- Wi-Fi
- Staffing & Student Ambassadors
- Special Event Planning Website

Getting Started

Define Your Event

The first step in event planning on campus is to define your event—its purpose, the best ways to achieve this purpose, and what resources are available to facilitate this purpose.

Select a Date and Location

Next, you'll want to ensure you've secured a date and location for your event. Before selecting a date, be sure to consider some key details, such as:

- Availability of those VIPs you'd like to attend
- Other campus calendars for conflicting events or over-programming

Once you've selected a date, you'll need to reserve the location where your event will be held. Consult the special events planning website (specialevents.ucr.edu/planyourevent/) for a listing of which office to contact to book the space you are interested in. Be sure to consider the following when choosing a location:

- Capacity of the space and your desired setup
- Audiovisual equipment available
- Aesthetic of the space—Does it match what you imagine for your event?

Determine Your Budget

In determining your budget, you are determining the financial resources that are available and necessary to achieve your event's purpose. For some events, reaching out to service providers for estimates will be a good way to determine the resources you'll need for your event. For other events, you'll know from the beginning what allotted funds you have, and you'll need to be a good steward of those financial resources to meet your budget. In either case, the biggest portion of your budget will usually go to the following details:

- Food and beverage
- Guest speaker/entertainment
- Décor and equipment rentals
- Facility rental

Carefully consider the financial resources you've budgeted during each step of the event planning process. You'll also want to keep in mind that exceptional approval maybe required in some situations. Exceptional approval is required in the following circumstances:

- Spending beyond approved limits for entertainment
- Spousal attendance at events
- Employee morale events such as staff appreciation, retirement celebrations, etc.

Using a Timeline

Consider the active planning time you have between when you begin planning and the actual date of the event. Using this as a guide, work backwards and map out a timeline for yourself. Giving yourself due dates to get each arrangement booked or completed will help you stay on track and avoid missing details, unavailable resources, and late fees. For a general timeline, see specialevents.ucr.edu/planyourevent/.



The Details

Invitations

Invitations to events can take many forms. If your event is more casual in nature, you might consider inviting guests in the following ways:

- Email
- Website and/or social media outlets
- Flyers, posters, or handouts in approved posting areas on campus
- Daily Digest, UCR Today, KUCR, The Highlander

If your event is more formal, you might consider inviting guests with a printed invitation. Several details should be considered when utilizing printed invitations for an event:

- University branding standards and the invitation style guide are available on Event Management & Protocol's website: specialevents.ucr.edu/resources.
- Printing and postage fees will vary depending on the invitation design
- Proper etiquette should always be considered

TIP: Remember to request dietary restrictions and special accommodations from your guests for every event.

You may want to enhance invitations to VIPs with a personal hand-written note, or by following up with a phone call.

Registration

If your event requires guests to purchase their entry, whether it's a seat at a conference, fees for an athletic camp, participation in a youth program, etc., you will need to utilize a UCR-approved registration system that's PCI compliant. Currently, UCR has one registration system available for this purpose through UCR Extension Center. For more information, contact scheduling@ucx.ucr.edu.

NOTE: If your event is a fundraiser, such as a dinner where guests pay per seat or per sponsored table, and a portion of the ticket price is considered tax deductible, a different system is required. For more information, contact the office of University Advancement at 951-827-5203.

Special Guests

REQUESTING THE CHANCELLOR'S AND/OR PROVOST'S ATTENDANCE AT YOUR EVENT

If you would like the Chancellor or the Provost to attend your event, you'll need to follow the instructions provided on the Chancellor's website: chancellor.ucr.edu/forms.

(NOTE: These instructions can also be found on the Provost's website at: provost.ucr.edu/contact) The following timeline should be observed:

- At least 30 days before the event: Submit the electronic attendance request form
- 10 days before the event: Submit a detailed briefing outlining event specifics, program flow, guest list, etc., to the appropriate office
- Immediately before the event: Advise of any last-minute changes to the information provided in the submitted briefing

The Details (continued)

VISITING DIGNITARY PROTOCOL

Individuals who are considered dignitaries include heads of state, heads of government, United States Cabinet Officers, State and Federal officials, and other national and international high-level government officials whose presence demand heightened sensitivity to security.

Consult the Visiting Dignitary Protocol Manual for instructions that must be followed prior to inviting a dignitary to attend your event: specialevents.ucr.edu/pdf/dignitaryvisitmanual.

BRIEFING DOCUMENTS

If the chancellor, provost, or other UCR senior leadership are attending your event, you will need to develop a detailed briefing document to prepare them for the event, detail their role, and provide information on the guests in attendance. The following links will assist with the development of an event briefing:

- UCR Event Briefing Instructions: chancellor.ucr.edu.
- UCR Briefing Template: chancellor.ucr.edu.

Entertainment

If you are interested in adding entertainment to your event, this could take several shapes. The UCR Music Department has a list of student and faculty performers that you may want to utilize for your event. View the list here: music.ucr.edu.

You may want to choose an entertainer outside of the university. All entertainers are required to complete a performance agreement and provide insurance according to Risk Management's requirements. Consult with Risk Management for any external entertainer to ensure you follow all necessary guidelines and paperwork.

Catering

ON-CAMPUS OPTIONS

Citrus Grove Catering

Citrus Grove Catering (CGC) is UCR's campus-operated catering option

with varied and extensive menu options available. Departments can pay with recharges, and delivery, setup, and clean up can be included in your order. To view Citrus Grove's menu and place an order online, visit: dining.ucr.edu/catering If you would like to try something different, or don't see what you're looking for on Citrus Grove's menu, you can contact them directly for a custom menu at 951-827-5471.

CRATE by Citrus Grove Catering

CRATE is a great on-campus option for platters for any style of event. To view CRATE's menu and place an order online, visit: cratecatering.ucr.edu.

Subway to Go

Subway is an on-campus option for boxed lunches and sandwich platters. To view Subway's menu and place an order online, visit: dining.ucr.edu/catering.

OFF-CAMPUS OPTIONS

If there is not an on-campus option that works for catering your event, you can choose from Procurement's

list of pre-approved external caterers. A current list can be found here: procurement.ucr.edu. If the caterer you'd like to use is not found on this list, you can get them added to the approved list by contacting Procurement: 951-827-3303.





Campus Service Providers & Off-Campus Vendors

Risk Management

Risk Management provides guidance for and oversight of the following:

- Event consultation
- Insurance
- Alcohol
- K-12 outreach/minors
- Vendors
- Guest speakers/performers/entertainers
- Much more!

For information on Risk Management and when to include them in your event planning, visit their website: risk.ucr.edu, or contact them at: 951-827-8221, risk@ucr.edu.

Environmental Health & Safety (EH&S)

EH&S provides guidance for and oversight of the following:

- Event consultation
- Food safety

- Fire safety
- Venue capacities
- Much more!

For information on EH&S and when to include them in your event planning, visit their website: ehs.ucr.edu, or contact them at: 951-827-5528, ehs@ucr.edu.

UC Police Department (UCPD) & Contemporary Services Corporation (CSC)

UCPD

It is often a good idea to include UCPD in the pre-planning of special events on campus. UCPD will dictate the required level of their involvement at a given event depending on several different factors including (but not limited to):

- Visiting dignitaries in attendance
- UCOP President and staff in attendance

- UC Regents in attendance
- High-profile guest speaker or performer
- Attendance size
- Type of event

For information on UCPD's involvement in events, visit their website: police.ucr.edu/faq or contact them at 951-827-5222, ucpdgeneralmail@ucr.edu.

CONTEMPORARY SECURITY CORPORATION (CSC)

In some cases, security may be required for your event in addition to, or in lieu of UCPD presence. CSC is a pre-approved security vendor for campus. Their local office contact information is: 909-740-3834.

Event Management & Protocol

The Office of Event Management & Protocol supports the university mission of teaching, research, and

Campus Service Providers & Off-Campus Vendors (continued)

service through the effective development and management of events that communicate and enhance UCR's reputation for excellence, especially events specific to the advancement of the university.

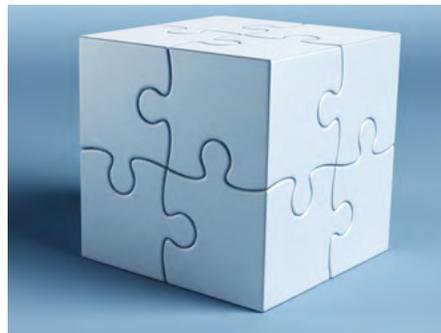
The EM&P Office can help with:

- Planning, development, and execution of high-profile events that benefit the university and enhance its image, reputation, and attractiveness as worthy focus of charitable giving and other forms of support
- Collaborating with various academic and administrative units to achieve their individual event goals and objectives
- Advising members of the UCR community on protocol issues as they relate to event planning

Visit EM&P's website for more information: specialevents.ucr.edu, or contact them at: 951-827-3144, specialevents@ucr.edu.

University Communications

The Office of University Communications can provide marketing and publicity services for events on campus. Visit them for more information at universitycommunications.ucr.edu, or contact them at: 951-827-6397.



Digital Print Services

Digital Print Services can help with your event's printing needs. Visit their website for more information: printing.ucr.edu, or contact them at: 951-827-4443, printingrequest@ucr.edu.

Transportation & Parking Services (TAPS)

TAPS can support your event planning with the following resources:

- Guest parking permits
- Vendor parking permits/inner-campus access
- Directional signage for roads and pedestrian walkways
- Parking attendants
- Event transportation services

To learn more about TAPS, visit their website: parking.ucr.edu/events, or contact them at: 951-827-8277 or via email at parking@ucr.edu. TAPS requests can be submitted through the campus recharge system by authorized users.

Facility Services

Facility Services consists of multiple departments that can assist in the planning and execution of your event, including:

- Building & Special Services
- Special Event Services: Provides rental equipment (delivery, setup, and teardown) for campus events
- Custodial Operations: Provides a clean and safe environment for your event
- Landscape & Refuse Services: Provides assistance/guidance with the planning and execution of outdoor events on campus

Learn more about these services on the Facility Services website: facilities.ucr.edu, or by contacting them at: 951-827-4214.





Tips & Tricks

Hotels & Campus Housing

HOTELS

Local hotels are available for overnight accommodations for special guests visiting campus for your event. Procurement has a current list of all local hotels offering a special UCR rate here: procurement.ucr.edu/procurement.

SUMMER CONFERENCE HOUSING

If you are planning a summer conference, housing on campus may be a great way to accommodate your guests' needs. Summer conference housing is available in Aberdeen-Inverness, Pentland Hills and Glen Mor from mid-June to mid-September. Summer conference packages can be built around your group's needs including lodging, linen, housekeeping service, and dining. For more information about summer conference housing, visit the Hospitality Services office's website: hospitality.ucr.edu, or contact them at: 951-827-5471 or via email at conferences@ucr.edu.

UNIVERSITY EXTENSION RESIDENCE CENTER

University Extension offers short-term housing year-round for stays of 14 days or less. Meal plans can be packaged into lodging. For more information, visit the Extension's website: extension.ucr.edu/conferencing, or contact them at: 951-827-1708 or via email at erc@ucx.ucr.edu.

Wi-Fi

If your special event will have many non-UCR guests that will need wifi access, you'll want to plan ahead. You can contact Information Technology Solutions (ITS) to make special arrangements, or visit their website: its.ucr.edu.

UCR also participates in a worldwide roaming wireless access service, eduroam. It allows students, researchers, faculty, and staff from other institutions to access the eduroam wireless network here on campus. Guests must first connect at their participating home institution.

More info and a list of participating institutions can be found at its.ucr.edu/service-catalog.

Staffing & Student Ambassadors

You'll want to consider your event's staffing needs early in your planning. Consider requesting staffing help from faculty, staff, students, and volunteers. Some departments have student ambassador programs that can help with event staffing. You can check with your department to see what staffing resources are available to you.

Special Events Planning Website

For more information and event planning resources, visit: specialevents.ucr.edu/planyourevent.