

Events Checklist

Please attach to Request for Services form 14 days prior to event.

Event: _____

Date(s) of Event: _____

Sponsoring Department: _____

Event Coordinator: _____

Contact Phone Number: _____

Best Time to Contact: _____

Number of Anticipated Participants: _____

Event Location Reserved: _____

Time of Event: _____ to _____

Date/time for Set up: _____ Date/time for Breakdown: _____

List Time Constraints for Event Location: _____

Catered Event? Yes _____ No _____ Refreshments _____ Meal _____

Electrical Needs: _____

Reserve the following:

_____ Tables (6' rectangular)

_____ Tables (60" round)

_____ Chairs (Brown, folding)

_____ Trash cans

NOTE: Customer Service will contact you if tables/chairs have already been reserved for another event.

___ Stage: Size _____ Leg length _____ Skirting _____

___ Tent (20' X 30')

___ Lattice

___ Pipe and Drape

___ UNCA Banners

Reserved Parking requests: send email to customer_service@unca.edu & vh@unca.edu

CAMPUS EVENTS

Work Request Forms

Work orders are the mechanism utilized by departmental managers for scheduling work, tracking time used for completing tasks and by Customer Service for billing purposes. Work orders are issued after Request for Services forms are submitted through the Customer Service Department. A Request for Services form must be received 14 days prior to your event. Please attach a completed Events Checklist to this form.

Requests should, also, be submitted for placement of directional signage, electrical service, banner hanging, etc., in the same 14-day timeframe.

NOTE: Request for Services must be submitted for scheduling with the 14-days notice, but final numbers of tables, chairs, etc., may be specified closer to the event.

If you have questions about the proper completion of the form, the status of a work order, or last-minute details/problems, please contact Customer Service at 251-6564.

Event Set-up

When making reservations for the event space, please include a two-hour time slot for set up and another two-hour timeframe for breakdown of the event. Please note that set-ups are done during the hours of 7:00 am – 4:00pm, Monday – Friday. Weekend events must be set up on Friday and breakdowns are scheduled for Mondays. Exceptions may be discussed with the Customer Service Supervisor Connie Schaller at 251-6699.

To ensure that your event is set up as you envisioned, walk-throughs may be requested by Events Manager, Roger Penley. Your attendance may be requested at the event location, during the set-up time, for final approval. A diagram of desired setup is always a useful tool.

Reserved Parking

Email customer_service@unca.edu, and vh@unca.edu for any reserved parking requests.

Events Inventory

The following is available for events:

- 100 Tables (Rectangular - 6' X 2 1/2') Seat 6 - 8 people
- 30 Tables (Round - 60") seat 6 - 7 people
- 1500 Chairs (Brown plastic, folding)
- Tent 20' X 30'

Staging (Contact Rick Brophy to reserve)

- ❑ 18 Stage Pieces 4' X 8'
- ❑ 2 Stage Pieces 4' X 6'
- ❑ Leg Heights - 8", 12", 24", 40"
- ❑ Skirting is available
- ❑ Pipe and Drape – 8'-14' high X 8'-14' wide - Inside only (Contact Rick Brophy to reserve)

Banners

- ❑ UNCA Banners - 2' X 4' (2 blue, 2 white)
- ❑ UNCA Banner("Wallpaper")

Facilities Management charges a nominal fee of \$ 8.00 per man-hours for set up and breakdown for all events.

Rental

Our inventory is limited, so it is important to plan early. Orders are filled on a first-come, first-serve basis. If our inventory is depleted prior to receipt of a Request for Services form of your event, you will have to rent the required tables/ chairs, etc., from a local vendor.

General costs are as follows:

6' Rectangular Tables - \$6.50/day, \$13.00/week

60' Round Tables - \$7.50/day, \$15.00/week

72" Round Tables - \$15.00/day, \$30.00/week

Plastic folding chairs - .85/brown, \$1.35/white

Padded folding chairs (white faux wood) - \$2.75/day