Event Planning Guide
for events held in Campus Life facilities

When planning an event on campus many find themselves asking, “Where do I begin?” If you are planning an event (other than a meeting, composites, initiations, solicitation tables, etc.), the Event Planning Guide will help you navigate through the event planning process on the UNCW campus.

**Location:** Decide the location and reserve the space at least eight (8) weeks prior to the start date of your event. To reserve:

a. Academic Facilities: [https://events.uncw.edu/EmsWebApp/](https://events.uncw.edu/EmsWebApp/)
b. Athletic Facilities: Contact 910.962.2951 attlesm@uncw.edu
c. Campus Life Facilities (Fisher University Union, Fisher Student Center, Burney & Warwick Centers, Amphitheater): Contact 962.4150 creservations@uncw.edu [https://events.uncw.edu/EmsWebApp/](https://events.uncw.edu/EmsWebApp/)
d. **Kenan Auditorium:** Contact 910.962.3500
e. Housing Facilities: Contact 910-962-3241 housing@uncw.edu
f. Student Recreation Center/Facilities: (Gazebo Complex, Recreation Fields) [https://events.uncw.edu/EmsWebApp/](https://events.uncw.edu/EmsWebApp/)

**Please note:** Services are building specific, so contact individual offices to see what services are available for the building you are planning to use. [List of All University Facilities](https://events.uncw.edu/EmsWebApp/)

**Student Organization Advising:**

a. Once the venue(s) has been reserved and before you start planning your event, meet with your student organization’s advisor. Your advisor can assist you during the planning process to help make sure the event is a success!

b. If your group does not have an advisor, contact the Campus Activities & Involvement Center (CAIC) at 910.962.3553 or email activities@uncw.edu and speak with an Involvement Specialist for general consultation.
Things to consider when planning your event: Depending on the needs of your event, the offices listed below should be contacted at least six (6) weeks prior to the start date of your event.

**Campus Dining:** Contact: (910) 962-3600 or email catering@uncw.edu

If you plan on having food at an event, UNCW dining must cater your event. The UNCW Catering office offers a wide variety of options including more budget-friendly options for on or off campus events like receptions, retreats, formals and more! Catering not only offers food, but also rentals for linens, China and specialty event items.

- UNCW Catering should be contacted as soon as event space has been reserved or a date has been finalized.
- Menus and estimated guest counts should be finalized no later than 14 days from the event.
- A final guest count will need to be confirmed no later than 72 hours from the event with both UNCW Catering and Campus Life.
- Bake sales and other food/beverage from off-campus are subject to UNCW Catering regulations and approved at the discretion of UNCW Catering.

**Equipment:** Does your event require technical assistance like lights, projectors, or laptops?

- If the event is held in one of the Campus Life facilities contact clemreservatoins@uncw.edu. If the event is held in other campus facilities, contact Campus AV Media.
- **Student Organizations**-Please note that all student organizations registered with CAIC can check out AV Media equipment from the Involvement Center for free. Registered student organizations can make reservations in advance or day of, based on availability, through e-mail at activities@uncw.edu or by stopping into the CAIC office. Laptops are available for Campus Life facilities only; this includes the Fisher Student Center, Fisher University Union, Burney Center and Warwick Center. Laptops may be checked out for up to 2 hours and must be returned by the end of each business day. (M-W 9:00 a.m. to 8:00 p.m. and Th-F 9:00 a.m. to 5:00 p.m.) Projectors may be checked out overnight and may be used anywhere on campus. Speakers: portable PA system and other computer speakers are available for student events and may be checked out overnight and may be used anywhere on campus. Portable speakers must be used indoors unless special permission has been acquired ahead of time from the Assistant Director of Campus Activities. Please bring your UNCW student ID as verification is required to check out any items from the Involvement Center. All items must be returned by 10:00 a.m. the following business day.

**Trash/Recycling:** Does your event require additional trash or recycling bins?

- Departments: Requests for additional trash or recycling bins should be submitted online through an AiM request.
- **Student Organizations:** Contact your campus advisor or the Campus Activities Office in order to submit requests for additional trash or
recycling bins as a permanent UNCW employee must submit the AiM request.

**Parking:** Special Event Parking Request Form

Who is coming to your event? Will they need parking spaces? If your event is open to the public or will have attendees coming from off campus you will need to organize appropriate parking. Parking Services require notification two weeks prior to the event for event parking services.

**Security:** Contact: Lieutenant Louis DeNoia 910.962.2222 denoial@uncw.edu

Do I need UNCW PD at my on campus event? Inform UNCW PD of the event and UNCW PD will advise.

**Risk Management:** Contact: Kimberly Howell 910.962.7481 uncw.edu/ba/irm

- All registered (CAIC) student organizations are independent groups and not subject to any state protections and they are not protected by state statues
- By statute, UNCW is not able to purchase liability insurance from any third party source for student organizations
- Student organizations and/or students would be liable for physical damage to state property and could be subject to civil suits by third parties.
- Any group or organization should prove evidence of general liability insurance subject to our Facilities Use Policy.
  - Any group or organization who is a part of a state or national organization may already have a general liability insurance protections sponsored by their state or national office (A example of this would be social sororities and fraternities)
  - The organization contacts its state or national office and requests the required insurance certificate.
- Any planned activity that may be unique in nature; involving certain types of equipment; or has a potential for extreme behavior should be reviewed by Risk Management. Examples:
  - Tournament
  - 5K Race
  - Dunking Booths
  - Dance Parties/ Concerts
- Chapter groups many be limited in activity types by their state or national offices. Such activities would likely be excluded by the university and Institutional Risk Management (IRM)
- While we cannot recommend a vendor, if an organization does not have liability insurance protections from their state or national offices, IRM will walk them through the process of how to acquire insurance.
- Help in formatting liability waivers is also an available resource from IRM.
- IRM helps to coordinate activities which my require input/resources from other campus departments such as EH&S, Police or Facilities.
For example, if an organization wanted to use a dunk tank they would need to contact Facilities for water access.

For events that require dig permits, water access or are outside on UNCW ground contact the facilities office. Contact: (910) 962-3101

**Student Organization Event Planning Worksheet:**
This worksheet will help you plan every little piece of your event from food to publicity. We encourage strong communication between student organizations and their advisors as well as the staff on campus. This campus is your campus, and we want our student organizations to use and enjoy it as much as possible.

**For more information on the policy for using campus facilities here is the Facility Use Policy.**

**Please remember all student organizations are subject to the responsibilities and expectations outlined in the Student Code of Conduct.**