I. Input Reservation Request:

Curricular
If your event is curricular, reserve a room by contacting Pam Lundquist: uwbrooms@uwb.edu

Non-Curricular
If your event is non-curricular fill out a FUAC request form as early and as completely as possible, at least *3 weeks* prior to your event. Be prepared to include the following information:

- Requestor's Name
- Name of Requesting Organization
- Type of Organization (UW, CCC, or non-UW)
- Name of the Lead Staff/Faculty Person (who will be the **single** point of contact with the events team)
- Budget Number
- Telephone Number
- Event Title
- Type of Event: Conference, Workshop, Meeting, Presentation, Training, Recognition, Speaker, Reception, Etc.
- Number of Guests/ (Student, Alumni, Faculty/Staff, Community Member)
- Date of Event
- Time of Event
- Time of set up, Time that breakdown will be complete
- Preferred Location – Please use our 'Room List' to help identify a room that will fit your needs: Room List

Please also include:

- Will you need access to utilities (Electricity (Break-Out Box) or Water (Hose))?
- Will you be charging a fee for the Event?
- Does your event require additional parking accommodations? Will your department sponsor parking costs or is it the guest's responsibility?

FUAC Request Form

II. Once FUAC Reservation is confirmed:

Presentation Equipment and Assistance

- Request media assistance (Microphone, Projector, Computer & other IT) by completing:

  IT Event Services Request Form (North Creek, UW2 Commons, etc.)

  OR

  IT Classroom Services Request Form (General classroom spaces, Seminar/meeting rooms, etc.)

  (*Equipment requests must be submitted at least 10 business days prior to event date. Due to the volume of requests that IT receives, please send your request* ***as far in advance as possible****!)*

Please note:

- Software downloads and custom computer configurations require 10 business days advanced notice.
- There may be a fee for presentation equipment; other technologies and IT staff support.
- Please feel free to contact IT directly for further details: www.uwb.edu/IT or IT@uwb.edu

Diagrams

- Email a diagram of your preferred event set up to: campusevents@uwb.edu

Wireless Internet Access

- Request Wireless Internet Access (Temporary UW Net ID) (Wireless Access Request)

Parking Permits/ Large Groups

- Daily parking can be paid at pay stations with cash or debit/credit cards (0-3 Hrs. $3 , 3+ Hrs. $6)
- Request Parking Permits by emailing Transportation Services at parking@uwb.edu .
  Permits must be ordered a minimum of *5 business days* in advance. Include the following information:
    - Your Name, Your Department Name
    - Contact Phone Number
    - Event Title, Event Date, Event Time, Event End Time
    - Which Parking Lot is preferred
    - Budget Number
    - Number of Permits Needed
    - The Date you need the Permits by
    - Whether you prefer email or paper format
    - Delivery method (email, or paper mail (either include address **or** pick up))

  Please note:
    - **Caterers will need to have a short term parking permit**. All catering vehicles are allowed to use load zones on campus for a 10 minute period in order to drop off or pick up materials. Catering vehicles are not allowed to stay in these zones throughout the course of an event. You can arrange for caterers to pay daily parking rates (via pay machines) or provide them with a parking pass obtained through the cashier's office (see above).
    - **If a large turnout is anticipated** (even if you are not providing permits), parking arrangements must be coordinated in advance with Transportation Services at trans@uwb.edu .

Directions to Campus/Parking Instructions

- If you have guests who are not familiar with campus you may want to provide them with Directions/Parking Instructions and a map.

  Directions to Campus

  Parking

Change Fund (Cash Box)

- If you need a Change Fund (Cash Box) for your event, email the Cashier's Office: cashier@uwb.edu at least *3 business days* before it is needed. The email must be sent by a person of budget authority and include the following information:
    - Event Title
    - The date or dates the fund is needed
    - The total amount of the fund and the breakdown of coin/currency (including the breakdown of denominations) needed
    - The budget number to credit sales
    - The name of the person that will be picking up the fund and responsible for its security
    - The date the fund will be returned

  Please Note:
    - The person picking up the fund will be asked to show ID, verify the funds for accuracy and sign for them before being allowed to take the funds.
    - The fund must be secured in a locked location at all times when not in use for the event and returned as soon as possible to the cashiers office after the conclusion of the event.
    - Upon return of the fund the person receiving the fund will count it while the person returning it waits to sign off. This is to establish that both parties agree on the amount that is being returned and provides a clear audit record in the event that we are requested to provide the information during an audit.

Instructions for Charging a Fee

- If you will be charging a Fee for your event:
  - Your department will collect the fee, then bring the funds and a spreadsheet that tallies the funds to the Cashier's office.
  - The tally sheet must include:
    - Budget Number
    - Budget Name
    - Event Name or Type of Deposit (donation, reimbursement, event ticket sales, a program fee etc.)
    - Name and email of the person who will receive the electronic cash transmittal copy

Disability Accommodations

- The University of Washington is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities.
- To request accommodations contact Disability Resources directly:
  Email drs@uwb.edu
  Phone 425.352.5307
  TDD 425.352.5303
  Fax 425.352.3581
- Requests must be made at least *10 business days* prior to the event in order to ensure the best possible accommodations.
- If you have questions about Disability Accommodations and access please consult the Disability Resources website (Disability Resources) or Rosa Lundborg (rlundborg@uwb.edu).

Security

- If you will need extra Security consult with Events: campusevents@uwb.edu

Note about additional fees:

- Events that occur outside of normal business hours may incur additional security and/or maintenance fees.

III. Food & Alcohol

- All Campus events which serve food are required to fill out the UW Bothell Food Approval Forms:
  Food Approval Forms
- Coffee Service and limited food choices are available through UWB Common Grounds Café:
  Common Grounds Order Form
- You are welcome to provide food and drinks for your event in a collaborative manner or hire a caterer:
  Catering Directory* & Retreat Directory*
  **This is a list of caterers and retreat sites that have been used in the past by UW Bothell departments. This information should not be considered an endorsement or recommendation for any of these businesses.*
- If you will be providing alcohol at your event an Alcohol Permit is required by **BOTH** UWB and the State of Washington. These documents must be visibly posted at your event:
  UWB Alcohol/Banquet Permit **AND** State of Washington Alcohol/Banquet Permit

- **North Creek Events Center Specifics**
  - Kitchen Amenities Include: Ice Machine, 2 Microwaves, Hot Food Storage Box, Refrigerator, and Freezer.
  - Please do not bring bags of ice to the North Creek Events Center. There is little storage and ice is provided.
  - The kitchen is only for cold food prep. There is not proper ventilation in the kitchen to support cooking.
  - Please remove any leftover food, dishes, and/or decorations immediately following your event.
  - Events is not responsible for items that are left in the North Creek Events Center after your event is completed.

- Events will conduct a pre and post event survey of the space at NCEC. Please review the NCEC Checklist to ensure you are aware of the guidelines.
  NCEC Checklist

IV. Promotion

- Please be sure to follow the guidelines and restrictions in regards to posting:
  Posting/Distribution Guidelines

- For large scale events contact Public Relations to discuss a Press Release or add content to the UWB website:
  UWB Public Relations

- Publication Promotion Options:
  - UWB Buzz – Complete the Submission Form
  - Alumni e-News Letter and Insight Print Magazine – Sean Marsh at smarsh@uwb.edu

- A-Frame sandwich board signs are available for use through Event Services. To use, please send an email to campusevents@uwb.edu at least *5 business days* prior to your event. There are 12 total boards available:
  6 – 25" x 46" (A sign that is 24" x 36" can be affixed onto this board using tape)

  6 – 25" x 37" (A sign that is 24" x 24" can be affixed onto this board using tape)

- **Banners:** If you would like to hang a Banner on one of the sky bridges along campus way, please send a work order to Maintenance.
  Bridge Dimensions: North bridge between the library and LBA facing CCC – size (12' X 2.5')
  South bridge between the library LBA facing UWB – size (6' X 3')

- Non-University users must use the following statement on all outgoing advertising:
  "Unless so indicated by the University of Washington Bothell or the University of Washington, events held on campus by non-University companies/organizations in no way represent any actual, implied or inferred endorsement by the University. Participants should refer to the hosting company/organization for specific rights, rules and regulations."