

EVENT PLANNING AT UVM – Tips & Best Practices

New for Fall 2024

- All event planners are required to answer questions about events that may attract a high-profile guest, a high volume of attendees, or potential disruption due to a sensitive topic.
- New default set up in John Dewey Lounge! The default setup for this room is now banquet round tables that seat 64 people. It includes a table that can be used for materials and food service in the back of the room. Click to view a [diagram](#) of the new default setup.

Things to Consider When Planning

- Need help? Contact the UES or Davis Center Ops & Events Scheduling Teams. We are the event experts on campus! You can consult with us about options for your event such as dates, locations, catering, and other event details.
- Plan early – You will need to start the conversation, reserve spaces, and assemble your event plans. Depending on your event's size and scale, you may need to plan 6-12 months in advance.
- Know the deadlines – when do you need to have your final catering counts to UVM Dining, when do you need to submit your final details, what is the last date to cancel? If you cancel, some charges may still apply.
- Create a planning timeline – know the deadlines for submission of requests for spaces, and services such as tech or production set up, catering, and parking. Work backward from the date of your event to create a planning timeline and stick to it.
- Make a Request - your EMS submission is a request and is not a guarantee of space, services, or approval of the event. Approval for events may require multiple levels of approval depending on the complexity. Confirmation of the space availability is only one step required.

Safety Requirements

- You must have a designated event planner on-site during the event who will be in charge in case there is an emergency or if evacuation is needed.
- If your event is expected to need enhanced safety/security planning and measures, such as hosting a member or candidate for public office, presenting on a topic that is controversial/sensitive, or may attract uninvited attendees, or a large number of attendees you must notify UES.
- If your event involves minors (individuals under 18 that are not enrolled UVM students). You must notify Risk Management.
- If your event involves activities that are physical in nature, and/or may have a higher than typical risk for injury (Example: a 5k run, climbing, jumping, Bounce House, Rail Jam, Zip Line, outdoor obstacle courses, etc.) you must notify Risk Management.

Choose a Date & Location

Things to consider when deciding on a date and location for your event:

- We encourage you to plan as early as possible. Event space, resources, and staffing is limited.

There may be services that are not available or additional fees that apply for late requests.

- What kind of event do you want to have? (Ex. a lecture, reception, conference, or an outdoor event)
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- Be flexible on your date and time. There are days during the academic year when spaces are full and services such as catering and production support are at capacity. Check with the



- If you are serving only pizza, you may use any restaurant of your choice. Ordering anything other than pizza (salad, wings, bread, etc.) will require a catering waiver.
- Events held off-campus (i.e., area hotels and event locations, UVM Colchester Offices, Fort Ethan Allen, off-campus Extension offices)
- Departments and Student Groups requesting a potluck or BBQ event for their group that is only open to members of that group; (self-prepared items by the members of the group); using either UVM or Non-UVM funds.
- Trainings or meetings for students and staff that are providing individually prepackaged snack items (chips, snack bars, bottled/canned beverages) purchased from a store
Mosaic Center for Students of Color monthly breakfasts, using either UVM or Non-UVM funds.
- Hillel Friday night Shabbat Dinners held throughout the academic year.

If you are less than 10 business days from your event date, you must call the Campus Events Scheduling Team in University Event Services at 802-656-5667 or email campusevents@uvm.edu

Deadlines

13 months in advance, the earliest you can submit a catering waiver request in EMS.

14 business days in advance, the last day to submit a waiver request in EMS.

5 business days before the event, the deadline for submission of required paperwork if using a non-approved caterer.

Costs

- Charges will be automatically charged to the chartstring assigned to the EMS reservation.
- UVM Departments and Recognized Student Organizations do not pay a room charge for internal UVM events.
- Production and Technical Costs: Labor for setup, breakdown, technical, and on-site support are charged by the hour. Labor estimates for your event are available by request.
- Scheduling and Coordination Costs: One hour of scheduling/coordination services is included with each reservation. After one hour, an hourly scheduling fee will be charged.
- Groups are responsible for paying for any damage



