



## EVENT PLANNING FACT SHEET

Thank you for choosing ASUCLA to host your special event! Below please find important information about planning of your event with us.

### Payment and Cancellation Policy

Payment and cancellation timetables can be found on your reservation/billing statement. ASUCLA can accept check, cash and money orders; unfortunately we do not accept credit card payments for your room reservations.

### Catering

ASUCLA Catering is the exclusive in-house caterer for all UCLA Student Union buildings. Should you wish to provide refreshments for your guests, I will connect you with my catering colleagues. Please feel free to visit [asucla.ucla.edu/catering/](http://asucla.ucla.edu/catering/) to view menus or request a quote. Detailed arrangements and payment for food will be done directly with your Catering Specialist. Credit card payments are accepted by for your catering orders. Outside food is not permitted in our venues. Ordering catered food from any of the restaurants in Ackerman Student Union is possible and our catering department can assist you with that. You may also contact a Catering Specialist directly at 310.206.0735.

### Parking

UCLA is a large campus with multiple parking options. I can assist you by making arrangements with our partners at UCLA Parking Services based upon yours and your guests' needs. Convenient parking access to Ackerman Union and Kerckhoff Hall would be via Parking Lot 4 to the north (direct access from Sunset Blvd.) or Parking Lot 8 to the south (direct access from Westwood Blvd.) Vendors may use the Ackerman loading dock for quick load-in and load-out, with advance notice. No vehicles are permitted to park in our loading dock. If you have special load-in/load-out needs, please make advanced arrangements with me.

### Filming

The UCLA Events Office (310.825.8989) must be contacted prior to any filming or photography on campus to grant permission and sequentially issue a film permit. No filming will be allowed without prior written consent from the UCLA Events Office.

### Hours for Your Event

Half-day reservations are 5 hours or less, this includes your setup and cleanup time. Over 5 hours is considered a full-day. Our hours of operation are 8 am – 11 pm when school is in session and 8 am – 9 pm during the summer (excluding certain holidays). For events outside these hours, additional fees will apply.

### Furnishings

Rental of our venues includes access to our equipment inventory of tables and chairs. These items are reserved on a first-come-first-served basis. Should additional equipment be needed, I will make those arrangements for you from our approved vendors and include those with your room reservation bill. Meeting rooms are taken "as is". For larger venues, basic setup labor is included in the room rental fee. Labor requiring additional setup outside our basic setup may incur additional fees.

### AV Equipment

A small PA system and with a microphone is included in the rental fee for our larger venues. Additional microphone needs including any lavalier or headset mics, and projectors incur additional costs. Most in-house screens are available at no cost. We do not stock MAC adaptors. Please advise your presenters that our staff will set up the projector in your venue and connect it to a PC, but cannot operate or adjust the presenter's personal computer. Use of outside projectors is not permitted in our venues.

### Promotional Items and Printing Needs

Bruin Custom Print is our in-house printing and promotional item service. I can connect you with a Print Specialist who can create shirts for event staff and volunteers, provide customized lanyards for guests, or personalized printed materials. All items sold through Bruin Custom Print, abide by ethical labor standards and logo guidelines set by UCLA Trademarks and Licensing, an ASUCLA division. If you would like to understand more of the vast sourced items they provide, I can connect you or you may contact them directly as well at 310.825.3825 or [custom@asucla.ucla.edu](mailto:custom@asucla.ucla.edu)

### Event Insurance

ASUCLA and the University of California requires all outside events to obtain event insurance. I can furnish you with information needed to obtain event insurance and the insurance level requirements once your event details are confirmed.



Name of Event:

Department Contact(s):

Date(s) of Event:

Venue(s):

If using multiple venues, please fill out a worksheet for each venue.

**Event Itinerary**

What time do you want access to the venue? \_\_\_\_\_ (Access prior to the agreed upon time may result in additional fees.)

Schedule of Events (Include start/end times, key itinerary points and scheduled breaks)

What time will you exit venue?

# of expected attendees:

**Desired Setup** (feel free to send me a rough diagram or describe setup)

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> Theater-style        | <input type="checkbox"/> Classroom-style           | <input type="checkbox"/> Table/Vendor Fair (#) _____ | <input type="checkbox"/> Registration/Check-in Table |
| <input type="checkbox"/> Conference-style     | <input type="checkbox"/> Open area                 | <input type="checkbox"/> Poster Session (#) _____    |  |
| <input type="checkbox"/> Round tables # _____ | <input type="checkbox"/> Cocktail tables (#) _____ | <i>We have in-house printing available</i>           |  |

Other needs:

**Presentation and Audio/Visual Needs**

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Lectern              | Chairs per Panel Table                   | <input type="checkbox"/> Audience Mic (#) _____ | <input type="checkbox"/> Play music           |
| <input type="checkbox"/> Lectern Mic          | (#) _____                                | Audience Mic Stationary or                      | <input type="checkbox"/> Client provided PC   |
| <input type="checkbox"/> Lectern Signage      | <input type="checkbox"/> Panel Table Mic | Wireless _____                                  | <input type="checkbox"/> Client provided IPOD |
| <input type="checkbox"/> Panel Tables # _____ | (#) _____                                | <input type="checkbox"/> Projector              |   |

Additional A/V needs:

**Signage/Promotion**

You are welcome to bring an event sign for the entrance to your event or inside the venue. We ask that no additional signage be placed anywhere else in the UCLA Student Union. If you want additional directional signage, please let me know and we'll do our best to accommodate your request.

Bruin Custom Print is out in-house printer and can assist with event signage requests. Please describe below your needs and we will connect you with a specialist. Signage and printed products purchased for events held in the UCLA Student Union are eligible for internal event discounts.

Signage requested:

**Catering**

ASUCLA Catering is the exclusive caterer for the UCLA Student Union. Please indicate the desired food to host at your event.

Provide Food

For whom?

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Snack Service (#) _____ | <input type="checkbox"/> Served Meal (#) _____ | <input type="checkbox"/> Bar Service |
| <input type="checkbox"/> Buffet Meal (#) _____   | Served Appetizers (#) _____                    |                                      |

Additional food and beverage details:





**LINEN**

Our office will provide your linen needs for some dining tables, and all registration and presentation areas. Our standard colors are:

- |   |                                |                                 |  |
|---|--------------------------------|---------------------------------|--|
| <input type="checkbox"/> Royal Blue     | <input type="checkbox"/> Black | <input type="checkbox"/> Gold   | <input type="checkbox"/> Forest Green  |
| <input type="checkbox"/> Navy Blue      | <input type="checkbox"/> White | <input type="checkbox"/> Red    | <input type="checkbox"/> Seafoam Green |
| <input type="checkbox"/> Wedgewood Blue | <input type="checkbox"/> Cream | <input type="checkbox"/> Maroon | <input type="checkbox"/> Lavender      |

Specialty Linens are available upon request. Please describe any special linen needed. [Click here to enter text.](#)

**Storage**

Subject to availability and space permitting, your event materials may be stored in our Ballroom dressing room for a small fee the day before your event and on the day of your event if needed.

- Storage needed

Items to be stored:

**Timeline**

The above information should be provided 6 months to at least 6 weeks prior to your event, so a complete event bill may be provided prior to your full payment due date.

Full payment is due 30 days prior to your event.

Final event details are due no later than 3 weeks before your event. All changes/added event details made after this date are each subject to a \$50 late event planning fee. Final billing statement, that includes any “day of” incidentals, will be billed upon receipt of additional charges and are due upon receipt.

Thank you for your time in completing this worksheet!

Event Services Management  
UCLA Student Union

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[Ackerman Union I Room A262A](#)  
[308 Westwood Plaza, Los Angeles, CA 90095](#)  
[310.206.0832](#) o  
[www.asucla.ucla.edu](http://www.asucla.ucla.edu)  
[reserve@asucla.ucla.edu](mailto:reserve@asucla.ucla.edu)

