

Event Planning Worksheet

Registered Student Organizations

Organization

Signatory/Contact

Phone

e-mail

2nd Contact

Phone

e-mail

Reservation Number

EOL #

Event Name

Event Date(s)

Ackerman Union
(select all that apply)

Grand Ballroom (AGB)

Bruin Reception Room
(BRR)

Bruin Viewpoint Room
(BVR)

Viewpoint Conference
Room (VPC)

Terrace Court Patio
(TCP)

Other

Kerckhoff Hall

Charles E. Young Grand
Salon (KGS)

The State Rooms (KSR)

The Art Gallery (KAG)

Kerckhoff Coffeehouse
Stage (KCH Stage)

Kerckhoff Coffeehouse
Patio (KCH Patio)

Other

Venue Access Time

Clear Venue by

Event Start @

Event Ends @

Complete Event
Itinerary

The information below is a guideline of topics that will be discussed at your event details meeting. Some event elements may incur additional cost to your event, please ask you Event Manager for more detail.

Equipment	tables	chairs	podium	audio	video	rentals
	Other					
Catering/Food	yes	<i>ASUCLA Catering is our exclusive caterer. All food orders will need to be made directly with their office. Catering costs will not be included in your reservation. Contact ASUCLA Catering 310.206.0735 catering@asucla.ucla.edu for information</i>				
	no					
<i>See your SOLE advisor regarding campus alcohol policy, should you want to serve alcohol at your event. Additional cost my apply.</i>						
Decorations	linen	balloons	step+repeat	signs		
	Other					
Advertising	flyers	digital ads	twitter	snapchat		
<i>Inform your SOLE Advisor about any advertising prior to publishing. If awarded Student Union Event Fund, please request the Student Union Event Fund logo to be included on any advertising.</i>						
Parking	yes	<i>Parking request forms can be obtained from your Event Manager or a Student Union Reservationist. Form must be submitted to Student Union Event Services two (2) weeks prior to your event.</i>				
	no					
Admission Charge	yes	<i>Ticket request forms can be obtained from your Event Manager or a Student Union Reservationist. Form must be submitted to Student Union Event Services two (2) weeks prior to ticket distribution.</i>				
	no					
Performances	yes	<i>Technical and Hospitality Riders must be submitted to Student Union Event Services three (3) weeks prior to your event. Please check with Student Government Services for Performance Agreement Protocol.</i>				
	no					
Merchandise Sales/ Donation Collection	yes	<i>Student Union Event Services will need a list of vendors and items with quantities and prices. Your SOLE advisor has more information about authorized merchandise sales. Commissions may apply and additional staff may be required.</i>				
	no					
VIP Attendance	yes	List VIPs+Event Roll				
	no					
Student Union Event Fund Application	yes	<i>SUEF application must be received 4 weeks prior to your event date. All event details must be completed 4 weeks prior to be eligible. Only UCLA Student Union event venues are eligible for funding. Not al event costs are covered by this fund.</i>				
	no					