



## EVENT PLANNING FACT SHEET

Thank you for choosing ASUCLA to host your event! Below please find important information about the 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 LVO/PO numbers; unfortunately we do not accept recharge #s. Please send a copy of the actual LVO/PO (not just the number) via pdf or printed copy. Check payments are also accepted.

### Catering

ASUCLA Catering is the exclusive in-house caterer for all UCLA Student Union buildings. Should you wish to provide refreshments for your attendees, 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. Outside food is not permitted in our venues. Ordering catered food from any of the restaurants in Ackerman Student Union is also possible and our catering department can help guide you to the proper personnel. You may also contact a Catering Specialist directly at 310.206.0735.

### Parking

University Departments may make arrangements directly with UCLA Parking.

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 subsequently issue a film permit. No filming will be allowed without prior written consent from the UCLA Events Office.

**Events Online (EOL)** is a campus-wide registry of events and is mandatory. If you are not registered, ask me for instructions.

### 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 normal hours of operation are 8 a.m. until 11 p.m. and 9p.m. 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 with our vendors and include those with your bill. Meeting rooms are taken "as is". For larger venues, basic setup labor is included in the rental fee.

### 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 fees. 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 printed material needs. 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 you may contact them directly as well at 310.825.3825 or [custom@asucla.ucla.edu](mailto:custom@asucla.ucla.edu)

