

## Student Orgs Event Planning

### Resources and Links

#### Food & Drink

\*Pending on space of the event/meeting/program make sure to connect appropriate staffing on rules of having food and drink in those physically spaces.

\*\*This applies to all University Spaces where food & drink is allowed (*i.e. Wyoming Union, FSL Mall, Prexy's Pasture, A&S Auditorium, Buildings Scheduled through Central Scheduling, etc.*)

- Approved Caters List: <http://www.uwyo.edu/procurement/catering-information/>
- PepsiCo Beverage List:  
<https://www.pepsicopartners.com/pepsico/en/USD/BEVERAGES/c/beverages>
  - Yes even bottled water needs to be a PepsiCo product

#### Risk & Travel:

- Risk
  - Pending the nature of the activity or event, connect with the Student Organizations Coordinator, Gilbert Falcon at [pfalcon@uwyo.edu](mailto:pfalcon@uwyo.edu) to help facilitate the conversation.
  - Typical Events that would need to be check out through our Risk Management Team are the following
    - Events with...
      - Potential Physical Injury
      - Alcohol
      - Cooking
      - Minors on Campus
- Travel
  - If your org is planning a trip or going out of state for a competition make sure to complete the travel form with appropriate amount of time
  - In addition the pending the nature of the event it should also be register through UWConnect
    - Question, contact with Student Organizations Coordinator, Gilbert Falcon at [pfalcon@uwyo.edu](mailto:pfalcon@uwyo.edu)
  - Travel Form Link: [https://uwyo.sjc1.qualtrics.com/jfe/form/SV\\_42eQoOS1SR4VThQ](https://uwyo.sjc1.qualtrics.com/jfe/form/SV_42eQoOS1SR4VThQ)