

# Event Planning Guide

## Arrangements to make prior to registering on Collegiate Link (6+ Weeks Out)

While you should complete everything as soon as possible, planning an event at least 5 weeks out is a good rule of thumb. Please check any of the boxes that apply to you, and follow the instructions and/or refer to the resources.

Where will you be holding your event?

- If in the Wyoming Union, please contact the [Union Events Office](#)
- If not in the Union, please contact [Central Scheduling](#)
- Refer to the *Space Reservation* section of the [RSO Handbook](#) for more information on reserving space on campus

Reserving audio, visual, lighting, or need any sort of technical assistance?

- Visit [ASTECC](#) for more information

Is there going to be food served at your event?

- If you wish to use them, please contact [UW Catering](#)
- If not, please refer to the list of [Approved Caterers](#)
- Please refer to *Event Planning* section of the [RSO Handbook](#) for more information.

Will you be working with an entertainer or speaker that requires a contract?

- Refer to *Event Planning* section of the [RSO Handbook](#) for more information.

Have you contacted [Risk & Safety](#)?

- Risk Management reviews all requests for all events on campus, so working with them ahead of time will make your registration go smoother.

Will you be seeking funds from [ASUW RSO Funding Board](#) to support your event?

- You will need to attend an [Event Planning Session](#) to be considered for funding.
- While your official request will come through the Collegiate Link Registration itself, you will be required to complete and upload ASUW's [budget worksheet](#) during that process. Preparing this ahead of time will expedite your completing of the registration.
- Requests must be submitted at least 5 weeks in advance as a part of your [Collegiate Link](#) registration
- Keep in mind that funds are dispersed on a first come, first serve basis and have run out in the past.

## Preparing for your [Collegiate Link](#) Registration

Per UW [Regulation 8-234](#), RSO's must register their events with the Wyoming Union. This process is done through [Collegiate Link](#). The policy also dictates that your registration must receive approval **ten (10) business days** prior to the date of the event; this includes securing the location, time, and date, as well as any other necessary reservations. However, if you are requesting ASUW funding, your request must be submitted **at least five (5) weeks in advance**. In addition to the logistical needs above, you will be asked for the following information during your registration:

- Main contact and their phone number/email
- Advisor and their email
- Co-Sponsors of the program
- ASUW Application (if requesting ASUW RSO Funding Board support)
  - If your RSO collects dues, what are they used for?
  - What events have you held in the past?
  - If you have a speaker, is there a fee they are charging?
  - What is the educational value of this event?
  - How will you advertise?
  - Upload your completed [budget worksheet](#)

Please consult our [Event Registration Guide](#) for assistance in completing the Collegiate Link

**PLEASE BE AWARE THAT BY COMPLETING THE COLLEGIATE LINK REGISTRATION, YOU ARE MERELY NOTIFYING THE APPROPRIATE PARTIES AS TO YOUR EVENT. ALL ARRANGEMENTS, ASIDE FOR ASUW RSO FUNDING BOARD REQUESTS, MUST BE MADE SEPARATELY WITH THE APPROPRIATE PARTIES.**

For more details regarding this process, please refer to the [RSO Handbook](#) and the [Complex Event Planning Guide](#).

Last Updated: 07/29/16

## Event Details

Name of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date/Time of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Estimated Cost of Event: \_\_\_\_\_

Notes:

## Important Contacts

**ASUW** (Funding Board)

Email: [asuwexc7@uwyo.edu](mailto:asuwexc7@uwyo.edu)

Website: <http://www.uwyo.edu/asuw>

**Campus Activities Center** (General Support)

Phone: 307-766-6340

Email: [cac@uwyo.edu](mailto:cac@uwyo.edu)

Website: <http://www.uwyo.edu/union/cac/>

**Information Desk – Wyoming Union** (Ticket sales/distribution)

Phone: 307-766-3160

Website: <http://www.uwyo.edu/union/information-desk-and-ticket-office/index.html>

**Risk & Safety** (Waivers, Insurance, etc.)

Phone: 307-766-5767

Email: [risk@uwyo.edu](mailto:risk@uwyo.edu)

Website: <http://www.uwyo.edu/administration/operations/risk-management/index.html>

**ASTEC** (Technical Support)

Phone: 307-766-3837

Email: [astec@uwyo.edu](mailto:astec@uwyo.edu)

Website: <http://www.uwyo.edu/astec/>

**Central Scheduling** (Event space/Logistics)

Phone: 307-766-6717

Email: [central-scheduling@uwyo.edu](mailto:central-scheduling@uwyo.edu)

Website: <http://www.uwyo.edu/centralscheduling/>

**Procurement Services** (Approved Caterers)

Phone: 307-766-5233

Website: <http://www.uwyo.edu/procurement/>

**Union Events Office** (Union event space/logistics)

Phone: 307-766-3161

Email: [unionres@uwyo.edu](mailto:unionres@uwyo.edu)

Website: <http://www.uwyo.edu/union/reservations/index.html>