

Event Planning Guide

Arrangements to make prior to registering your event on UW Connect (6+ Weeks Out)

While you should complete everything as soon as possible, planning an event at least 6 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, 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?

- Have you completed the required training established by the CAC?
- While your official request will come through the UW Connect Event 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 [UW Connect](#) event registration. Funding Board will not review your submission until all Event Reviewers have approved your event.
- Keep in mind that funds are dispersed on a first come, first serve basis and have run out in the past.

Preparing for your [UW Connect](#) Event Registration

Per UW [Regulation 8-234](#), RSO's must register their events with the Wyoming Union. This process is done through UW Connect. 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 BE AWARE THAT BY COMPLETING THE UW CONNECT EVENT 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](#).

Last Updated: 07/30/17

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

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

Campus Activities Center (General Support)

Phone: 307-766-6340

Email: 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

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

ASTEC (Technical Support)

Phone: 307-766-3837

Email: astec@uwyo.edu

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

Central Scheduling (Event space/Logistics)

Phone: 307-766-6717

Email: 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

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