

Planning an Activity? Want to make it happen? - Here's the Process

Step 1: Check the availability of the room that you want to use for the date and time of the event. Room schedules are in Outlook Public Folders. Email RCK-Campus Scheduling and ask to have the room reserved.

Step 2: As soon as possible and at least a week in advance, complete a Facilities Request Form, found in Public Folders>All Public Folders>Rock County>Administrative Services>Dean's Office>Business Services. Your club advisor will need to read through the Attachment to the Form and sign as being responsible for the event and facilities. Turn the form into Business Services.

Step 3: If you will be serving food at a time that the Campus Café is usually open – please notify Vicki Hansen in person so that she can adjust her plans for how many students may be buying food that day. If you would like to have the event catered, you may also speak to Vicki about your needs.

Step 4: If you need to have publicity for the event, like the sandwich boards or info on the kiosk, please contact Sara Jung in University Relations in the office next to the Dean's Office or email her at sjung@uwc.edu

Step 5: If you have ordered audio-visual media on the Facilities Request Form, please touch base with Bill Murray by email wmurray@uwc.edu to make sure that your on the form was understandable.

Step 6: If you are hiring a band or performer, please check with Assistant Dean Michael Pierick in Business Services to get a copy of the UW Colleges' contract to be completed. If you want your guest to be paid on the day of performance, you will need to get started at least 3 weeks before the date of the event. Note: Michael is the only person on campus with the legal authority to sign a contract for the campus.

Step 7: Send a copy of the announcement you would like distributed to ccalvin@uwc.edu and ask her to disseminate to all UW Rock County students. Please limit your announcement to text only.

Step 8: Please make plans for rainy day substitutions or cancellations.

Step 9: If your event has to be cancelled, please notify Business Services and Student Services. Also, please post flyers on the door of reserved room if the cancellation is at the last minute.

Step 10: Have a good time, but leave the room as tidy as possible when leaving.