

## Campus Center & Student Union Event Planning & Reservations

### Time Management and Planning:

1. Please plan your events in a timely manner; if you try to request a space close to your event date, it is possible the space will **not** be available and you will have to change your event location or date. Additionally, if the space is available on short notice, it's likely that you will **not** be able to receive the technology or setup support you need. It is best practice to reserve the space before advertising for the event.
2. Please keep in mind that there may be other events taking place on the same day or time as yours that could affect your setup requests. There are limited staff in all event services (technology, facilities, and custodial) and they may have their hands full with other events.
3. Please make sure to request your technology and setup needs at least three weeks before your event.

### How to Reserve a Space in the Campus Center or Student Union:

1. Submit your request to the Reservation Request [form](#) (this form works to request any space on campus)
  - a. To reserve a banquet room, use this [form](#), including the St. Peter Room, the President's Dining Room, the Heritage Room, and the Three Crowns Room.
    - i. Please note that they prioritize events that will be purchasing food or drinks from them.
2. Email Julia Hopper ([juliahopper@gustavus.edu](mailto:juliahopper@gustavus.edu)) with the necessary information.
3. Stop into the Campus Activities Office and speak to Julia Hopper.

### Reservation Requirements:

1. **Who is the main contact for the event/meeting?** First, last name, and email address
2. **Event Date & Location:**
  - Have at least one date in mind for the event you're planning. Have a second date in mind in case the date you wanted isn't available.
  - For outdoor events, make sure to book a rain location or rain date.
3. **What tech services do you need?**
  - Microphones (how many, wireless or wired, handheld or lavalier), sound system, projector screen(s), a tech or sound check and at what time.
4. **What facilities or set-up services do you need?**
  - Chairs (amount, setup style), tables (amount, size, and shape), stage (size and placement in the space), stage skirting, microphone stands, etc.
5. **Are you planning to have dining/catering services?**
  - Use this catering [form](#) to request any food, drinks, utensils, tableware, tablecloths, etc.
6. **Do you need any custodial services?**
  - If you are planning to have food at your event, request additional garbage, recycling, and compost bins at the time of your reservation.
  - For large events, a custodial bathroom reset/cleaning may be necessary.