All right. Welcome everyone. I'm going to go ahead and get us started. It is a few minutes after noon.

so I'm going to hopefully you're all settled in.

We still have some more folks filtering in, but welcome to the first, educational toolbox talk of 2025.

We're excited to start this again for the new year.

We do have, this month, we're starting off, talking about

how do you schedule and, events and what makes up events, here on campus.

And we've got two speakers with us today to talk about this.

Many of you might already be familiar with these, with our two speakers.

I've noticed a lot of you, already, you know, talking to them and introducing yourself to them.

But today we have with us Zach Strober, who is the senior director of university events.

He's been with the university since 2010.

He produces events on behalf of the university leadership and oversees the general conduct of events on campus.

We also have Kelly Mason, who's the event services program director for university events.

She's been with the University of Colorado for over a decade, first at CU Boulder,

then at CU Denver, and now she's here on Anschutz, and she's been with us since 2017.

She supports campus event planners in navigating the complexities of planning events,

and provides operational efficiencies and oversight to campus event service operations.

So they're here to provide, some great information about the complexities of events and helping us all navigate what we need to do through that.

So with that, I am going to turn it over to Zach and Kelly to, do their presentation.

All right. It's all you guys. no.

No notes for us. Okay. Alrighty.

Well. Hello everyone. thank you all very much for joining us today.

And thank you, Debbie, for hosting us, and including us as part of this series,

We're going to review a number of different components of event planning today.

We can't do a full session on how to plan an event, unfortunately.

But we want to introduce you to a number of resources that the campus has available

when the time comes for you to plan an event. So we know that a lot of you plan events, and sometimes it's not even part of your job description.

It is thrust upon you. And that is why we are here to help.

So we exist to answer your questions and serve as your resource and starting point when you don't know where to turn.

So we'll talk through the various resources available and some very important event related policies that you should be aware of as well.

Hey. So first, who is university events?

Well, you're looking at them. We're a two person team. That's all we have here.

And, We have kind of three legs of the stool that we do.

The first is signature event coordination, which is my primary role.

I'm an event producer, just like many of you.

I work under the chancellor of the university, and I produce those events that you're probably familiar with.

Our two commencement ceremonies, a year, block party, leadership events like transforming health care lecture, things like that.

So I'm in the same boat as as many of you in producing those events.

I also oversee the university calendar that Kelly and I were instrumental in implementing for the university back in April of 2021.

When we identified a need for a centralized calendar to not only promote events, excuse me, university wide,

but to help people figure out when to schedule events, how to avoid duplication of efforts, how to avoid conflicts.

So, that calendar, I still am the administrator for.

So handling event editor permissions, those people who can post to the calendar without needing review.

People who review other submissions to the calendar on behalf of their units.

We have on our events website,

we have best practices and guidelines for what can and should not be posted to the calendar and what it should look like,

how we maintain those standards. And then we have other information about how tos and FAQs on the calendar.

and then the third piece of university events is what we've been fortunate enough to be able to provide since July of 2023,

when Kelly rejoined us at Anschutz at, which is event services.

And we are going to talk about event services today.

And Kelly is going to do the bulk of that because that is our program director of Event services.

That's her bread and butter. So take it away.

So for many of you that are part of the Campus Event organizers group, you're used to me talking and providing all of these trainings for you.

So thank you so much for for joining us today. As Zach said, Event Services is in my purview.

And Event Services provides also. It's a variety of services.

So we're going to talk specifically about our consultation services and the event resources that we provide.

But just know that also in the background, I'm working with our partners, to support campus services that the AV team,

the set up crew, police services, access control, those are all of our partners that help to produce the events themselves.

And then I am also lucky enough to coordinate, the scheduling of our common conference room spaces.

So all of our large event spaces, on campus,

which many of you probably experienced these past couple of months when scheduling the next fiscal year.

So thank you very much for your help and communication with all of that.

All righty. So the main thing we want to talk about is resources.

What is available to you. So if there's anything that you walk away with today, I want to make sure that you're aware of our event planning website.

So CUAnschutz.edu/events and then plan an event is your main go to hub for event planning resources.

When you don't know where to start, you don't know where to turn. You've been asked a question you've never been asked.

Start here. so first off, we have our campus event planning resource documents.

One of those documents we brought along with us today in a real print version, and is available as you leave there on the two corner chairs.

But is our large venue planning capacity guide.

It is available to download on this website as well if you want to have that in your life digitally.

But also on this website we have, standard diagrams.

What does this particular room look like in rounds? What does this room look like

in lecture seating and those sorts of things. And then also, different planning checklists that we'll talk about here in a moment as well.

Another service that we provide is consultation services.

So while Zach and I can't plan your event for you.

we are always happy to help provide you with guidance and suggestions and different recommendations

so that you can make your event a success and get you heading in the right direction.

So especially that's especially true if you just coordinate one big event a year or,

something happens very occasionally in your office or something brand new is starting.

If there's anything we all know about this campus is that things change.

So if you plan an event one way last year, chances are that something has changed in how we produce events now.

So it never hurts to reach out to us. and ask for guidance on that.

There was one person that submitted a question in advance asking about guidance on agendas

and breakout sessions and how to schedule timing of breaks and housekeeping services.

That's exactly the perfect question to have a short zoom conversation with us,

and we can help to guide you through what you're thinking and what you're imagining for your event,

and provide you with recommendations based on our experience.

We also have a lot of EMS support resources and how to documents on our website, and we'll talk about EMS here in a little bit.

We also have links out to our various service providers.

So while, we work with our campus partners, with the AV teams, set up services, police, housekeeping, we don't supervise those folks.

And they maintain their own services and their own pricing structure.

So we have links out to their websites as well, with their most up to date information on, on pricing.

And then also we have the link here to join our event planner resource group, which we'll talk about here next.

And some policy links as well. So we've created a library of event related policies.

There's not a lot of policies that govern events themselves.

But there are policies that might impact events like can you have candles, at your reception?

The answer is no. So we'll review some of the top policies that we see and have, a high level of scrutiny over.

But just know that on our website, we have kind of a library of, of reference policies that you can look at.

All right. So this is that large venue capacity chart that I was referencing.

One of the most important first steps of your event is to know the date, time and location.

Where is it going to be? And a lot of that is based on what you want your event to look like.

Is it going to be a seated banquet? Is it going to be a panel session?

Is it going to be kind of classroom setup? And so for our largest venues on campus, not just the Elliman conference center, we have a variety of,

information listed out here for the basic layouts and how many people you can accommodate in that different setup.

So for example, in the Elliman conference center, you can fit 300 people in that room, all in chairs.

But if you want to do a banquet set up, then you're looking more at 200.

If you want a big banquet setup where no one has their back to the screen, right?

So therefore that decreases your size and maybe affects your planning in which venue you're going to select.

To accompany that. Like I mentioned before, we have floor plans that help to visualize what each of these look like.

So that way you can kind of customize what you need,

and how you're communicating with the setup crew for what you want your, your event to actually look like in reality.

We also have a number of planning checklists that are available for you to, to reference and customize based on your needs.

We have a complex planning checklist, which is for multi-day events.

Multi-venue. Perhaps your activity is also taking place outside.

You're doing a webinar. There's food trucks. That's what we would say is complex.

So that's like our most all encompassing checklist of anything you could possibly consider.

Then we have our more standard event planning checklist, which is generally what we see a lot of on campus those single day,

one meeting space, like Kreugman conference hall or Elliman conference center.

And you can run through that checklist, decide what's for you, what's not for you, and use it as you need.

One thing that Zach and I always talk about is what is an event?

What requires guidance. And we stand in the camp of meetings

need guidance, too, even if you're providing, a lunch for a staff meeting for 20 people.

We consider that to be an event because you have to coordinate the details of the AV,

the zoom webinar, delivering the catering, those sorts of things.

So we also have a meetings, checklist as well that you're welcome to use in reference, as you need.

So, one thing that I wanted to mention with this capacity guide, is sometimes on this campus, you have to get a little creative.

Because sometimes the event, for whatever reason, it has to happen that date.

Right? Like your chair tells you, it has to be that day. Your keynote speaker is only available that day, something like that.

And sometimes that requires a little bit of creativity. so if for whatever reason, the default room that you always use isn't available.

Certainly reach out to us for more recommendations, and we're happy to help guide you and think of some more creative solutions.

All righty. This is a group that I'm really excited about.

The campus event organizers. So raise your hand if you're in a campus

event organizers Teams Member. Yes. We had a meeting this morning, and I learned some new stuff, too, that I'll share with this group.

But, please, please, please join us.

We acknowledge that anyone that has the responsibility of event planning again,

even if it's planning a meeting one time a year, you're ordering catering.

Regardless of your official job title, we encourage you to join this group.

It is a clearinghouse teams site of resources.

We share information and assist one another. We ask for venue recommendations, vendor recommendations.

And we host regular meetings. So generally, once a month ish, we'll get together all via zoom.

And those meetings are also recorded, and loaded to the team site so you can watch them later if you want to onboard a new team member.

You can direct them there. And if the topic for that month doesn't interest you, you don't have to attend.

Totally okay. But I would highly, highly recommend joining our event organizers groups.

We have over 250 people that are now part of that team site and receiving ongoing training monthly.

Where we review how to use EMS, our event scheduling software.

We do featured trainings from our support service providers.

So the AV team, our set up crew. This morning we had electronic security and print and design services also joined us this morning.

So really great resource here. We also provide ongoing updates on what's going on with catering on campus.

This new policy was just published that will likely affect events.

So, I think they're useful.

You can talk to the folks in the room who raise their hand to see what they think about it, but, it is meant to be a support service for you.

And so we're always seeking feedback on what topics you want to hear next.

What would be most useful? we also just this past fall did a venue tour.

So we walked all of our large event venue on campus. Which is really great.

If you have somebody that's new on your team that wants an introduction to campus.

So I think we'll make that an annual tradition for,

for folks and to talk with our AV teams and to talk with our set up teams about how they set up their their rooms best.

So. Everyone got the QR code.

This is going to be recorded too. So you can always come back. It's also nested in my email signature if you need to to find us in the future.

So. All righty.

Moving on. EMS. It's our reservation system and is our one stop shop for logistical resource requests on campus.

So anyone on campus can log in to this, even university affiliates.

So if someone has a children's account, VA, University Hospital, they can create an EMS account.

So I want to mention that because sometimes folks reach out to us as university staff and they're like, ooh, can you reserve this room for me?

The answer is, oh, you can actually create your your own account.

And then that way they can manage the logistics. And you don't kind of have to be that go between.

Our preference is that the person making the reservation in EMS is the person

that's going to have the logistical answers for the details of that activity.

So the homepage of EMS is a great resource location that I think a lot of people slip by because we see it so frequently.

Right. We're a little bit, nose blind to it.

So when you log in, I would suggest the next time you do take some time to scroll through that homepage,

because there's a number of great resources on here, like building hours, policies, and then our friends in OIT, the scheduling crew,

has created a whole bunch of EMS help guides, that I would highly recommend.

And those are being updated and created annually.

So we have this like quick guides, for example, a quick guide of how to add services.

And so that's a two page document. And I think worth having a look at.

So don't skip on the home page.

Another really important location that I wanted to highlight for this group today, is the locations page here in EMS.

So again, you log in to the the EMS, the home page, and then you click on locations over here.

And what you can do next is you can search for, a room that you're interested in learning more about.

So how often are you finding that you're like, gosh, does that room, is that room zoom capable?

Does that room include a podium? Does that room have windows?

It's a long retreat day. We want to make sure that people have some some ambient lighting, that sort of thing.

And so, this database has been updated extensively over time in order to answer a lot of those questions.

So when you're in that locations tab, there's a search bar.

And you can search for the room that you're looking for. And then when you click on the room itself it'll bring up this info box.

Within this info box we start out here with the room details.

And I would always encourage folks to scroll down and EMS, it's easy to,

just kind of click from thing, click from item to item and not realize that there are scrolling, options here.

So the room details tab is full of information.

And then in the notes here specifically there's information about who actually schedules the room.

Which is really important, especially for those department controlled conference rooms.

You're like, oh, who do I have to talk to

ask if maybe I can get an exception to how this room is scheduled this time, because I just can't find any other solutions.

So this room Details tab has that answer. This also is a great place to be,

like, gosh, I keep trying to schedule Krugmann Hall and it's not letting me, but it's definitely available.

This room, it'll have notes here that says this room has a 30 minute set up and tear down window.

And so that might be the reason why.

But a room is not appearing as available to you because EMS is automatically adding those shoulders of set up times.

And that's true of many rooms on campus, that you might not even realize.

So I would highly recommend reviewing the room details section.

Next. there's various tabs within this information.

So you can also view setup types.

And for many of our large conference spaces on campus, we've added the information from that large venue capacity guide into EMS as well.

So that way when you're in the system, you don't happen to have your guide on you or don't want to go to the website to look it up.

You can also look and be like, oh, Krugman Hall. The very maximum number of people that I can put in that space is 120, in banquet style.

So just another point of reference for everybody. And then features.

Features is the place where you get to answer that question of does this room have windows?

Is this room zoom capable? Those sorts of things.

This is continually updated over time, especially as our AV team continues to make updates to a number of conference rooms across campus.

So something might not have been zoom capable before, which now is

so it definitely recommend reviewing these features to see what is available here.

And then images. So our goal is to continue to add images to EMS so you can see what you're reserving and what you're requesting.

But this is also a really useful resource location.

Again one stop shop. and it has different, images in here, PDFs of the floor that the room is on.

So that's what this PDF document is here is, is the floor plan of where Kurgmann Hall is located in RC two.

There's also a floor plan here of the rounds set up.

So what does that actually look like when you have banquet rounds set up and then pictures as well.

So you can kind of visualize yourself in the space.

Our goal is to continue to add photos that show what it actually looks like with rounds, what it actually looks like with classroom setup.

But I'm really proud that we have this resource already pretty well developed.

The last thing I didn't take a screenshot of it because it's ever changing.

But availability.

So that's another great location in that tab to see what is scheduled in a space and see how you might be able to adjust your,

your start time of your event or your end time of your event to be able to fit it,

in the allowable time and or to see who might have the space scheduled already.

We generally are, a very helping campus.

And so there are sometimes some standing meetings, perhaps in the Gosford Forum advancement.

They have their standing meeting every Wednesday. If you have an activity that you're like, gosh, we need to have this breakfast.

There's only, Gossard would be great for it.

You can also reach out to that event planner and ask if they might happen to have any flexibility that day, especially if it's a recurring meeting.

It could be the case that they could change it to zoom that day, or it could be the case that it could be relocated to a classroom.

And so in event services, we don't have the authority to, to bump anybody once anybody's room has been confirmed.

But as a campus, we are that kind of helpful mindset where if you reach out to somebody, they might have some flexibility, they might not.

But it's never, never hurts to ask. All righty.

So now, after all of that, I'm going to review the create a reservation button.

We're not going to go all the way through creating a reservation today,

because I have a feeling that a lot of folks in here have had that experience.

Plus, we have all the very helpful help guides on the homepage that you're going to go look up.

Right. But one thing that I wanted to, clarify because this is a frequently asked question, is our reservation templates in EMS.

Currently we have our templates divided up by room type.

And it often is dictated by when those rooms are allowed to be scheduled and who manages them.

So we have the various templates we have.

CU Anschutz classrooms, which is managed by the ISS scheduling Services team.

And the classrooms are only scheduled one term at a time because we need to gather all the course information and schedule those one term at a time.

So that can be a little tough with events, right? Because we're often planning so far in the future.

But the classrooms can be a really great resource in a pinch if you have a last minute something or other.

There are a lot of classrooms that are flat and flexible, and are a great resource.

And this one too, this is this is not a classroom.

This is a common conference room. But for this size group, they can't always get to the 600 seat auditorium.

And so they often use a classroom space for the Learning and Development Toolbox series.

So never sleep on the classrooms. The CU Anschutz Common Conference spaces.

Those are the spaces that event services manages and schedules.

And those are scheduled a fiscal year at a time.

So many of you have gone through this very recently is we just finished scheduling, for fiscal year 26.

And that means that now this conference room template is available on a first come, first serve basis for our common conference room spaces.

Those spaces include this room that we're in now, the Elliman Conference Center,

Krugman Hall, the Ridgeway boardroom in A01, the Bushnell Auditorium in Fitzsimmons.

All sorts of those large event spaces that we need to schedule further out

because of the nature of event planning. Right. So that's that one.

And then department conference rooms and, are scheduled by the departments most often that they are nested within.

So I'll look at Andrew. Andrew has a number of department conference rooms over in pharmacy.

And those are often scheduled based on the needs of that department.

So some department conference rooms are only available to book 30 days in advance.

Some department conference rooms are available to book a calendar year in advance, not a fiscal year.

And so that's where that room details tab is really useful,

because that often includes the information about how far in advance you can schedule it.

Or you could reach out to that scheduler and ask the question, of course.

And then finally we have the Health and Wellness Center and the Strauss Health Sciences library rooms.

These are some really great spaces for retreats, for gatherings, for poster sessions also.

If for whatever reason, your common conference room of choice is not available.

So we highly recommend those two venues as well as options to consider for something a little bit different.

One template that I did not take a screenshot of is the resources and services only template.

And so that's where you can submit requests for parking codes, access equipment rental, housekeeping, police services.

When you are requesting that service to not be attached to a room in EMS.

So that is very infrequent that that happens most of the time.

We prefer that you schedule your services as part of your room reservation

so everything is connected to that room. But every now and then there's a space that you're holding an activity and it's it's not in EMS.

Perhaps it's one of your,

like these student study lounges here in Ed2, every now and then we get activities requesting additional tables or something like that in there.

So I just wanted to bring that up. The resources, services only.

It's all the way at the bottom of the template list because it's not frequently utilized.

But we get that question every now and then of like, well, I don't have, the rooms not in EMS.

How do I request services? So that is the way that you do it.

All right. Another frequently asked question. Who do I call?

Who? Who? Who do I call? What? What's going on?

So I wanted to provide this list of resources. Who to get in touch with, both in advance of your event and the day of your event.

So when you're booking your services through your EMS reservation for your room.

We always recommend requesting those services as soon as you have the details of what you actually need

confirmed. Most of the services are first come, first serve.

So if, especially on the weekends. So if you need an AV technician to support your all day conference on a Saturday.

We highly recommend that you submit that service request as part of your reservation as soon as possible.

But I wanted to highlight that these are not just email addresses.

They are real people on the other end. real people review your EMS requests

on the other end. And they are more than willing,

just like I to talk through the logistics of your event in advance and answer your questions.

Because I don't know about you. Sometimes I'm looking at the services in EMS, and I'm like, gosh, do I actually need that?

I maybe I'll just request it. And so you're like, oh, I don't know.

Maybe I need that, maybe I don't. And so please do feel free to reach out to these folks, to ask them questions.

They're also happy to do walkthroughs. the AV team frequently does dress rehearsals, dry runs

of different events. So we're happy to provide, that consultation service as well.

For CU police on here.

We do have a phone number. these are the folks that you call when you're locked out on a Saturday.

We get that question frequently. so you can always call the police non-emergency line.

You have your EMS confirmation for your room. Maybe for whatever reason, you didn't have electronic access scheduled.

You can certainly call campus police, and they'll come by, to help you out.

So, that is the skinny on that.

All righty. Another couple of points here in EMS that are useful to note.

Some of the event organizers might be familiar with this slide. So we get the question of how much is my event going to cost?

And so here in EMS, if you have services scheduled, you can go to your events.

And then in your event itself, if you go to View Reservation Summary,

that's a useful tool to provide an estimate of the services that you have selected and requested.

It's not a confirmation that those services can in fact be required.

You will receive confirmations from the various service providers once they have confirmed your service.

But this is a great place to double check your work, and see what has been requested.

So this is a very old sample. So this pricing is no longer real.

But this is a useful way to double check your work as well.

Because frequently we'll see requests where someone will request setup services and they'll assign it to every room when they,

in fact, only need it for one of their rooms.

And so if you see that you have assigned ten coat racks to all five of your reserved rooms, I don't think that's necessarily true.

Often our setup team will catch that and correct that, but this is a good place for you to correct that in advance as well.

So you can see it has the quantity listed and then the prices.

So if you see something and you're like, wow, I'm spending $10,000 on coat racks,

that's a good indication that you need to to go back and edit your services.

So, this is a point where I wanted to note as well.

Parking codes. So you can request, a parking code from our parking services team through your EMS room reservation,

and you can use that to give to your attendees. And then you, as an event, can pay for their parking for the day.

And so you only need one code.

That's something that we see frequently in EMS that people will be like, I need one code for all of my attendees 250 codes.

And that will not reflect accurately in EMS.

What will happen is you'll get 250 codes times 250 people, times the number of hours that they parked,

and then suddenly it's a $50,000 expense, which won't get charged.

It's okay. But, just wanted to to say that because that's something that the parking team sees frequently.

You only need one code and you distribute it to the attendees that need it.

If you need multiple codes, like one for your attendees and one for your, speakers because it's different days,

or you're covering different components, or you're only covering a certain number of hours for the attendees.

You can do that. But, you wanted to say that parking code is something that we see listed incorrectly frequently.

So the reservation summary is a great way to double check your work and minimize errors.

This is a great way cost transparency as well for planning for your budget.

You can also email it to yourself, which is really cool.

Or email it to your DFA and be like, this is how this event is looking.

It won't show actuals, so it won't show the actual number of times that that parking code was redeemed by a person.

or the number of hours that it took for the set up crew to set up your event.

But it gives you a pretty good idea of where you're heading. All righty.

The last couple things on the how much will my event cost question.

I did want to mention that we do have event services charges.

So we don't have room rental fees for our internal campus events,

but we do have an event service charge for anything that takes place outside of business hours.

Which is anything that happens before 6:00 m after 6 p.m., Monday through Friday or anything that happens on the weekends.

So those fees are listed on our website and is something just to take into account in your budget and planning.

Or perhaps you elect to shift your activities so that it takes place during business hours, and then you can avoid that additional fee.

So up to you. Event support services.

So all of our campus partners, those services are charged based on what you request.

So the AV team, you don't necessarily need, a staff person the entire time.

Maybe you just need tech assistants and set up to get you going and you're good for the day.

Video conferencing. You might need an a video conferencing team member to record your webinar or your session.

Setup crew, we've we've talked about a little bit. I will say there are some event spaces on campus that require setup.

So those being pretty much the flexible spaces like Kreugmann hall,

Elliman conference center, and the breakout rooms that are associated with those 2002, 2004, 2007.

Those spaces are dynamic and ever changing. So you can't expect that there will be furniture for you in that room.

Because there are often events that will say, we don't need any furniture,

but you do need to request the fact that you don't need any furniture because you don't know who is in the room the day before.

and how much furniture they had.

So, with some of those rooms, you'll get reminder emails from me if you haven't added set up services and you need to do so.

Let's see. Housekeeping was another one that I wanted to bring up here.

If your activity is taking place on the weekend and will include food, there is a $100 housekeeping charge for events with food on the weekend.

And that's due to our contract with clean tech. We don't.

The current offering doesn't include weekend coverage.

So basically what you're doing is you're paying for one of those porters to come in on the weekend when they're not typically scheduled.

Catering um is of course variable based on what you choose and what you decide.

One note is only ASHB has kind of a, preferred caterer, is what I would say.

TStreet kitchen. So they have a first right of offer agreement

with the university. So you can, you do have to request a quote from T Street when, you have an event scheduled in ASHB.

And then if they don't meet your budget or they can't meet the specific details of your menu, you can then move on to use another caterer.

Otherwise, across campus, you can use any insured caterer in any of the venues, which is really nice and provides a lot of flexibility.

Also on the the budgeting front, I wanted to mention a tool, that Maddy Taylor with the cancer Center produced.

Like a it's a budget workbook.

And I have that available to to folks if you want to see what your event will cost before you even put it into EMS.

Right. That's the thing with the reservations summary. It only works once you have your services in there.

Ao if you would like, Maddie has said that we can share it. but I'm happy to share that tool on with folks

if you would like it. All righty.

So now I'm going to kick it over to Zach Stuber for the fun stuff.

The policy compliance. What Kelly's been doing all the talking.

So I'm going to relieve her. And I just want to point out it's hard to imagine where we were before July 2023, when Kelly joined us,

because this information was in some places, but it was on you to find out where it was.

And EMS was kind of the primary resource that we had.

So, we're very grateful to have Kelly to put all this together and to assist everyone on campus.

And I'm going to talk a little bit about event related policies.

As Kelly alluded to earlier, there are a number of policies.

website outlining, dozens and dozens of policies.

These are sort of the ones that are primarily, related to events.

And so we've pulled them out and we're not going to go into detail on all of these.

You do know where you can find this information on the CU Anschutz.edu/events, plan and event webpage.

there is a page devoted to policies where they're listed and linked to.

So you can find the actual policies and get more information on them.

But just a couple of things, like, can I post fliers on campus and where can I do that?

And how do I do that? If you have a food truck, what do I need to know about food trucks on campus?

Where can they be? And who do I need approval from? Photography, filming and drones.

There are permits needed to film on campus to have a photographer or a, an actual film crew on campus.

And drones, unmanned, aircraft have rules governing their use.

Animals on campus.

If we want to a puppy distress event, there are policies governing that.

So there are a lot of information on there. And I invite you to look into that website and see what policies are out there,

just to make sure you're you're doing things in the right way because it is on you to make sure that at the time of your event,

you're following and adhering to these policies.

I'm going to talk about a couple in a little more detail, because they are, ones that come up a lot and are very important for people to know.

And the first one is the facility's use by external entities policy.

We get a lot of questions about this, probably more than anything else.

Because our venues are primarily for the use of our own internal constituents.

And as you know, we do not have an excess of venues to to host events and were,

as Kelly was talking about with the scheduling for the next fiscal year, we get a lot of conflicting requests.

A lot of people want the same dates in the same venues. So pointing out this external use policy.

It's extremely limited when an entity that is outside of the university is allowed to contract for our space,

and that is regardless of the relationship. We know that we have faculty all over this campus that are involved in external organizations.

They are the president of that society. They are the chair of this association.

And that group moves around the country every year.

And now it's CU Anschutz's turn to host that. And this policy states that that is external to the university.

It is not a campus entity hosting its own event or meeting and therefore would be governed by this policy.

And the reason for using campus space would have to be very compelling.

And typically, that is there's a need to do this in our space that cannot be achieved by hosting it across the street at the Hyatt.

We do encourage people for these types of meetings and conferences to look to off campus space first, and look at those hotels.

And if people need to visit the campus to see stuff, look at transporting people here to see the campus,

we just don't have the capacity, unfortunately, to accommodate all of these requests.

And there are hundreds of requests to to do this space.

But if an event is approved, an external entity event is approved.

There is a contract process. There are fees associated with that.

And we do need a certificate of insurance because they are external to the university.

Unless the department wants to be fully liable for anything that were to happen on campus for that event.

That certificate of insurance is required with the additional insured.

One thing that a lot of people don't realize, if you are acting as an internal co-sponsor,

it is your responsibility to be present the entire time that that external entity is on campus.

So, it's not something where you can say, oh, yeah, you can use our space here, I'll sign the document.

You're good to go. We work with you as the internal sponsor.

You're the person who is putting stuff into EMS and is getting those resources.

We don't work with that external representative.

And it would be somebody designated from your unit who needs to be there in case they need access, in case they need to get a hold of somebody.

So it's more of a responsibility. Some people imagine and we just want people to be aware of that.

I touched on a little bit.

Who is external? We we have to do some detective work sometimes to figure out.

Does this really count as an internal event or as an external?

And sometimes it's very black and white and sometimes it's, there's a little bit of a gray area there.

And so Kelly and I will ask a lot of questions to try and get to the heart of.

Is this something we're doing with an external partner, maybe, or is it really their event?

And they're using our venue for it. And so some of the questions we ask is who is that host and where did the request come from?

Did somebody reach out to you to ask if we could host this, or was this,

the brainchild of somebody in the department and they wanted to plan this event?

And it came from here. Where has it been held previously?

Was it at different institutions and it moves around, or is it always here?

at CU Anschutz. Partners, registration.

Who's who's getting the money if the registrations through this association of so and so,

that's pretty clearly an external event from our standpoint that it's not coming into the university and internal.

How is it promoted is, I don't know, a website that's CU Anschutz all over or does it say,

this meeting is going to be held in Aurora, Colorado. And that's as much as it mentions the university, and who the attendees are.

So we don't just make a snap decision.

We try to get to really what these are all about. And so you can reach out to events at CUAnschutz.edu

with any questions about that if you're unsure of how that would be approached.

The next policy, is the minors on campus and child protection policy.

This is a system wide

policy about how miners on campus are addressed and the protections in place to ensure that anyone on our campus is safe.

And so on our website, with the policy, you will find information about.

First off, I should say this doesn't refer to I have attendees at my event who are bringing kids. Commencement

we have thousands of people on campus, lots of kids there.

That's not a minor on campus, but we also have a lot of campus visits from middle schoolers and high schoolers.

We have, internships. We have programs where students can come and visit our lab space.

And so that's what we're talking about here with the heightened, safety protocols that need to be in place.

So in that policy, which does outline what our responsibilities are,

we have do's and don'ts, and those are for people who are interacting with minors.

What is considered a safe interaction? What are things that you need to avoid?

Anybody interacting with minors in a program where they're unsupervised by a parent?

It has to undergo, a background check and, sexual predator registry.

So there are requirements for this. And then there is the, notice of program with participation of children.

We need to know about these events. Actually, there is a user defined field in EMS that

we ask that you check as you're making reservations for these events that will indicate that,

yes, there are minors going to be at my event and it will link to the information about that.

But also, Neil Kraus is our campus responsible party when it comes to minors on campus.

And his job is to ensure that we are doing everything right.

So there will be a link to a form to fill out that goes to Neil, so he can be aware,

he can follow up with you, he can help you along with risk management.

Double check that everything is being done to the letter.

So keep that in mind. That's a very important one for us to follow.

Next is events with alcohol, which may come up more often than the minors on campus.

I'm sure a lot of you encounter this quite a bit. I won't go into it in great detail, but do know that we have a policy with alcohol.

Not everybody realizes that. And, some people may have come from a private university where the rules are very different.

But here as a state university, our use of alcohol is covered pretty tightly.

We do not do cash bars at our events unless it is a licensed venue.

And the only licensed venue on campus is T Street Kitchen in the ASHB building.

If you do an off campus event, then of course there are other options there.

But if you're doing an event in one of our venues that is not licensed, it has to be a private event.

And a private event means that we know who's coming to that event.

So we have an invitation list. We have an RSVP list.

We are somehow determining that the right people are in that room.

It can be a registration from for a meeting.

But we do know that the people who have registered are the ones that are coming. And you don't just walk in people who we don't know who they are.

It's not advertised as being open to the public, and anybody can come.

So once you've determined the private event and the alcohol is being hosted,

then you can submit the the paperwork in order to get the alcohol authorized for your event.

You do need to have a private space for that alcohol.

Again, people can't just walk up to the bar and get a drink. We do have students on campus.

A lot of them are over 21. But, that's why it's scrutinized so heavily.

We do not want people being served alcohol if they are not, approved to or eligible to be served.

We, our committee, which is made up of risk management and facilities and police and finance and evaluates all those requests,

wants to make sure that we're controlling consumption.

So we want tips trained bartenders who know how to cut somebody off if they've had too much to drink.

They like to see tickets or wristbands so that somebody can't come up six times and get drinks throughout the evening, that it is limited.

And that's ultimately, you know,

our responsibility to make sure that people are not leaving our events and getting into vehicles and possibly, getting into harm's way.

They also ask that alcohol be cut off 30 minutes before the end of an event or even an hour earlier,

if it's a longer event, so that people don't over consume. So these are all things that, are considered with that policy,

And that event with alcohol form is needed any time that university funds are being used.

So, you might say, well, the the food is being paid for by the university, but the alcohol is being paid for by a faculty member or something.

But if you are, if it's a university sponsored event, funds are coming to the, to the event from the university.

It is required that you submit that.

And, you know, our committee will work with you on how to make this happen, but ultimately it's to be responsible for those funds,

responsible for the people who are attending and make sure that we're doing things the right way.

So. Now that's all of our content here.

And we're going to take questions. Yeah.

How are we doing on time here? Yeah, ten minutes left for any questions they have.

I know we ran through a lot of information here. I'm sure many of you wished we

got into more detail in certain areas. This was a very high level view of events in general,

but the intent was to let you know where these, what resources exist, where to find them so you can find them yourselves.

You know, a month from now when you're planning something. But if you do have any questions now, we're happy to answer them.

Oh, you should mention the events email that you were saying in the hallway that we receive everything.

Oh, yeah. So I said, we're a small but mighty team of two people.

We have the general inbox events@ CUAnschutz.edu.

We both see that. So while Kelly is the primary event services person, I still get any questions related to the calendar to that.

And anything that comes in, you might get a response from either one of us, depending on what the question is, or we cover for each other.

But you'll you'll be reaching both of us if you send something to that address.

And that's a great place to start. If you don't know where to start, to write, you're like, oh my gosh, this is happening.

I don't know who to email about this. We can also triage and perhaps send that on to the video conferencing team or set

up crew if you don't already know how to get in touch with those folks already.

So. All right, he's running with the mic.

It's happening. Thank you all for using the microphone so that our online participants can can hear what we're talking about.

Hi all. I just had a question about clarifying the parking codes.

Is there a cost attached to that and what who is not allowed to have a parking code.

Mhm. Yeah. So the parking codes.

It's $1 per hour per vehicle.

So. And then with an $8 daily max just like it is if you drive to campus.

University employees are not permitted to use that parking code.

If you have a vehicle that you've used on the Park mobile app before, or you are part of the

parking system like you have your license plate uploaded.

SP will see that and they will ticket you if you use a parking code

outside of your regular parking.

I'm looking at you because you've been ticketed before. Not for using a parking code, but for parking where he wasn't supposed to.

I can't say I know enough about that particular piece, but, it comes in for the parking code.

If you choose to cover the cost of parking for your guests, the it's based on how much it's used.

So you will receive a bill for that.

And if you give it out widely, you know, you could see, you know, X times, you know, the number of hours that they were parked for that.

Hi. I'm from the Department of psychiatry and Kelly, Zach.

Thank you so much. This is very helpful information. I wonder if one of you guys can speak to liability if we have an event on the campus.

And let's say I use this hall to set up a meeting and somebody trips and injures themselves, what happens next?

Thanks. Fortunately, I haven't had to deal with that personally.

Lauren Smith, the director of risk Management, would be a great person to talk to, and I don't think she was listed on that slide,

but, university risk management can give you a lot of information about what you need to be thinking about.

Generally, the the university is covered for that type of situation.

And if somebody were to get injured and claim it was the university's fault and sue,

then it would go to our legal team and risk management to deal with.

But we assume that liability, I mean, that's part of when we do an event and we are hosting it,

we are assuming that liability for the people here. So if somebody were to trip and fall or.

Maybe the catering staff, you know, get food illness from the catering

you serve them. We would assume that liability.

And that's why when it gets to being an external entity, that is a question. Who is actually liable.

We just were the venue for it. We weren't the people hosting the event.

So, that's why it becomes such a critical piece of, allowing external folks.

But when it's our event, the university is responsible.

I don't know if that answers your question, but to get more in detail, I would talk to university risk management about it.

I will add too because you mentioned catering. That's why it is your responsibility to ask your caterer for a certificate of insurance.

Because, and every time,

like we don't and the university risk management does not hold a repository of every certificate of insurance for every caterer on campus.

Because what could happen is a caterer could pay for one day of insurance and then or they could let their insurance lapse.

So that's why it's important that you do ask for that certificate of insurance every time.

Okay. Oh, we got one more in back and then we'll go to online.

Brian. Hey, Kelly, Hi Zach, it's nice to see you both.

I just wanted to clarify deal, mostly give consultation for in-person events.

Or do you also provide assistance with online events?

And the reason I ask is, like any guidance for zoom meetings to ensure there's like, no zoom bombing or anything like that.

Yes, we're happy to do that.

We had the unfortunate experience of going through event planning during the pandemic, where we had to plan virtual commencement ceremonies and,

the person that managed our student events team at CU Denver at the time created a really great resource, for conducting virtual events.

And I know that our video conferencing teams also have a lot of recommendations for how to prevent those sorts of instances.

Right? So yeah, happy to consult on campus virtual.

And then also we can provide some recommendations when it comes to off campus venues.

All right, Brian, you want to do online? Yeah.

Thanks. This plays into the parking, code.

For community events. Some members may not be able to attend during business hours.

So weekends are planned by design. Is there any consideration for waiving or discounting after hours fees?

And. Do you want to take that one?

Actually, I don't want to do that. Sorry.

The way it went through the speaker, I wasn't sure I heard everything you said.

It was about hour fees. When people cannot attend during business hours.

Yes. For the parking codes. So after hours fees?

Yeah. We do not waive after hours fees.

That is, solely at the discretion of senior leadership.

But by and large, those fees are applicable any time

the event takes place outside of those business hours that Kelly mentioned.

The 6 a.m. 6 p.m. Monday to Friday and weekends.

But I will say it is applicable only to large event venues on campus and outdoor venues.

It's not every space on campus. This venue.

It does apply to the Elliman Conference Center. Ridgway Krugman, the ones that Kelly mentioned earlier.

But there are spaces where there are not those after our fees.

So we would encourage people to look at those first.

If there is an event that has to take place on a weekend and you don't have the budget for the after hour fees,

but because of the the impact on the campus for those events in the evenings, on the weekends, our personnel and things like that.

To manage, those fees have been, implemented and, we do not waive them just because unfortunately,

the, the attendees have a harder time getting there during the day.

So, when you, for your consultation, is there a fee for that?

Nope, that's included in my job description, Debbie. So yeah.

So no fee for consultation and I'm glad you brought that up.

So, that's the reason why the Event Services program exists is to help and be your way finder, for event planning on campus.

So that's the reason why I exist here. Nothing else online.

Brian.

The next one would be if you have a meeting in ASHB and you are bringing in catering.

Do you need to go through T Street first when it's not an official function?

Good question. So if you're bringing in food for a meeting and it's like something small that's being delivered,

maybe you're having Etai's bringing something over or Chipotle. that is not part of the T Street first right of offer agreement.

So if you're just having like pizza delivered or something like that, you can certainly just have that without going through T Street first.

Yes. And to repeat that, and that's pretty much word for word what's listed on our website.

Is that you do need to get that first quote from T Street if you are having like a served meal,

a plated meal, buffet, something that requires staffing to set it up and produce that, that catering activity.

You do need to ask T Street for a quote first. But if you do decide to move forward with someone else, there's no approval process for that.

You just have to again, do your part as an event planner to do that due diligence.

Get that quote first, and then just let them know, that you've decided to move on with someone else.

I scrolled past, but okay. Where would we find info on reserving the campus golf carts or tours?

Uh. Well, it's the first part. Where would you.

Where would you find info about the golf carts?

Yes. Trying to think what the best avenue would be.

Maybe. Yeah. I wonder if reaching out to facilities dispatch would be my first recommendation,

because that kind of campus transport resource is managed through facilities to get people around the campus.

So I'd start with dispatch and they can get you in touch with the person who would be responsible for scheduling.

Golf carts can be arranged for events that we're hosting, not just, available by request for that individual, at the time.

So if you say I have an event where I've got people who have mobility issues and they're parking in this lot,

need to get to my my venue, you can arrange for golf carts to assist with that.

And I think going to facilities and then getting put in touch with the right person would be the the place to start.

All right. Well, we are happy to remain here afterwards.

If you have a more specific question, or you can go on to our website and schedule a consultation.

If you have a more specific event planning question that requires a little bit more time, but so great to see so many familiar faces in the room.

Thank you very much for joining us today, and thank you to the HR team for hosting us.