

Things to Consider Before Planning Your Own University of San Diego Event

The Office of University Events and Promotions cannot assist with every event on campus. However, the team has compiled some helpful hints to help you plan your own. Best wishes for a successful event!

Information about the Event

Name of Event:

Speaker(s):

Day and Date:

Time:

Location:

Target Audience:

Budget:

Event Goals and Objectives:

Selecting a Date and Time

- Check the University of San Diego's Calendar of Events at www.sandiego.edu/news/eventcalendar/?_sort=event_start_date for potential conflicts.
- Search for events such as religious holidays and other campus events that may conflict with your proposed event date.
- Consider audience availability. What day and what time would work best for your guests?

Executive Attendance

- If you would like the President Mary E. Lyons, Ph.D., or one of the university's vice presidents to attend, you must download and fill out the President's Participation Request Form at www.sandiego.edu/marketing/services-events.php.
- If you would like the Provost Julie H. Sullivan, Ph.D., to attend, you must download and fill out the Provost Request Form at www.sandiego.edu/marketing/services-events.php, and turn in to the Office of the Provost.

Space Reservations

Specific guidelines for scheduling and use of campus facilities are available at the Campus Scheduling Office. They also are listed under "Use of University Facilities" in the University Policies and Procedures handbook. Facility availability and event details can be accessed online at www.sandiego.edu/scheduling.

Below are our event venues and phone numbers to make a reservation:

General campus space	ext. 4592
Degheri Alumni Center	ext. 4534
Donald P. Shiley Center for Science and Technology	ext. 8885
Hahn University Center	ext. 4592
Jenny Craig Pavilion	ext. 7565
Joan B. Kroc Institute for Peace & Justice	ext. 7808
Manchester Executive Conference Center	ext. 5976

Banquets and Catering

Banquets and Catering can create a menu for your event. Fill out the request form at www.sandiego.edu/catering/requestform.php. For additional assistance, call ext. 4560.

Parking Services

Contact Wajma Shams at ext. 7587 to reserve parking and to secure event parking signage for the entrances to campus.

Public Safety

If you think your event will need any public safety personnel, please contact the Department of Public Safety at ext. 7777.

Tram Services

If your event will need tram services from a parking structure to your event, e-mail heckj@sandiego.edu to request tram services.

Event Signage

E-mail marquee@sandiego.edu to place event postings on the large marquee sign at the east entrance of campus.

Budget/Sponsorship

- Identify the appropriate POETS code
- Use the University Events and Promotions budget worksheet to plan a budget
- Identify any potential sponsors or in-kind donations for your event

Other Event Details

Here are other details to consider for your event:

- Sound, Lighting, and Audio Visual
 - Call the media department ext 4567 for your audio visual needs. If they cannot assist you, contact the following preferred vendor: Meeting Services Inc. Contact Ed LaFever at (858) 348-0626.

- Room set-up
 - Work with the appropriate building coordinator on how you would like the room set-up for your event
 - How many tables will you need? Do you want people to stand at belly bars or sit at round tables?
 - Do you need a stage and/or podium?

- Table for check-in
 - Make sure to have name tags with the USD logo available at your check-in
 - Order special event name tags through the Print Shop

- Signage
 - Contact DF Grafix/Fast Posters at (619) 692-0930
 - Fast Signs at (619) 523-2211

- Florals
 - You may need centerpieces, cocktail centerpieces, or a podium spray
 - Please refer to our list of preferred vendors for florists

- Hotel/Lodging
 - If your guest list includes out-of-town guests who require hotel reservations, please be aware that the University of San Diego has a partnership with Bartell Hotels. To see a listing of Bartell's San Diego properties and discounted rates, go to www.bartellhotels.com/usdpartnership.

Publicity

Contact the Office of Public Relations ext. 4681 for assistance in publicizing your event.

Printed Event Collateral

The Print and Brand Marketing team can provide printed materials for your event. To request assistance with these materials, fill out the Project Request Form at www.sandiego.edu/marketing/services-print.php.

- Postcards
- Save the date cards
- Invitations
- Posters
- Fliers
- Event programs
- Electronic invitations

Please remember that the Department of Marketing and Strategic Partnerships must approve all university materials intended for mass distribution. Please plan on sufficient time for writing, copy editing, designing, printing and distributing your materials.