

## Events on the UCLA Campus

1. Contact your Center for Student Programming advisor and make sure that they know what you're planning for your event. You must talk to your advisor about the event before you talk to an events office. They can help with the following:
  - a. Time, Place & Manner
  - b. Whether or not you need waivers
  - c. Whether or not you need insurance
  - d. Funding
  
2. Contact the appropriate events office for your event.
  - a. For Ackerman, Kerckhoff, or Bruin Plaza, contact ASUCLA Event Services at 310-206-0832.
  - b. For any locations in and around Housing, contact UCLA Conferences and Catering at 310-825-7021.
  - c. Contact the UCLA Events Office at 310-825-8989 for outdoor spaces, CRA Spaces like Pauley, Drake & IM Field and general assignment classrooms.
  
3. Provide the office with the following information
  - a. What location would you like to use?
  - b. What is the date and time for your event?
  - c. What general activities are taking place during your event?
  - d. How many people do you expect to attend?
  - e. Will you bring in outside food?
  - f. Tickets?
  - g. On campus services like UCPD, Fire & Life Safety, additional Electric
  - h. Will you require any rentals, such as tables, chairs, sound system, staging, trash cans, etc.?
    - i. The Events Office can order rentals for you, but there will be a charge. Payment is always due before the event takes place.
  
4. Events Online Applications (EOLs) and Follow Up
  - a. An Events Online Application will be sent to your signatory once your location is confirmed. The signatory will need to fill it out with all of the details for your event. It will have reminders to contact some of the below people to get permission for different aspects of your event.
  - b. You must contact the Fire Marshal, Steve Jurado, with a layout for your event at least two weeks before the event occurs. He can be reached at 310-825-8674. If the Events Office is providing rentals and other services, the Events Office will interface with the Fire Marshal directly so you don't have to.
  - c. You must contact Josh Witt to get a food permit if you plan to serve food at your event. He can be reached at 310-794-5399.
  - d. You will need permission from Kenn Heller for any outdoor amplified sound. He can be reached at 310-206-8817.