

**Event Planning Guide – College of Business**

*Updated April 2020*

**Calendar Updates**

**CoB Calendar updates**: To publish events to the CoB calendar on the CoB website, please complete the form at this link: <https://resources.uta.edu/business/website-maintenance-request> .

**UTA Calendar updates**: Submit event information to UTA Events at: <http://events.uta.edu>. Sign in is by your NetId and UTA password. Please choose College of Business in Department pulldown. Please plan accordingly for timely publication.

**All CoB Event updates**: Please send event information to collegeofbusiness@uta.edu for the Deans. Please update at the beginning of every semester.

**Event Space**

**VENUES**

**On-Campus**

* University Central Library Sixth Floor
	+ Atrium and Parlor: Includes a main event room and side meeting room
	+ For capacity information: <https://libraries.uta.edu/services/event-spaces/setpup>
	+ Contact: Kathleen Houston ( khouston@uta.edu)
* University Center
	+ Offers a variety of room sizes
	+ Access must be granted to be put on Cosmic Calendar listserve
	+ Contact: Rebecca Herman (Rebecca.herman@uta.edu)
* College Park Center
	+ Offers arena, concourse areas and hospitality suite
	+ Website for booking information: <https://www.utacollegepark.com/events/corporate-and-private-events/book-a-date.php>
	+ Contact: Paula McElheny (paula.mcelheney@uta.edu)
* College of Business 6th floor conference space
	+ Offers a variety of small meeting rooms
	+ Contact: cobarooms@uta.edu
* Maverick Activities Center
	+ Large and small auditoriums
	+ Contact information for reservations and facility details: <http://www.uta.edu/campusrec/facilities/reservations.php>
* University Club
	+ Located in Davis Hall
	+ Small meeting room along with dining services
	+ Contact: Lanaya Guitierrez (lanaya.gutierrez@compass-usa.com)
* Planetarium
	+ Atrium , executive conference room, meeting space and small receptions
	+ Information on facilities: <https://www.uta.edu/planetarium/parties/index.php>
	+ Contact: planetarium@exchange.uta.edu
* ASTRA (Admin only access)
	+ For classroom reservations, have your department admin check on availability and make reservations thru Astra

**Off-Campus**

Please contact Erica Anderson (Erica.anderson@uta.edu),Jessica Hernandez (Jessica.hernandez@uta.edu), or your Departmental Admin to see if your selected venue is on the UTA approved vendor list.

If not, please establish the venue as a vendor before proceeding if possible. Erica / Jessica, or the Departmental Admin, can help with providing the necessary forms. **Please use appropriate processes for establishing a venue as a vendor.**

Below is a list of off campus venues that are established in the system:

* Sheraton: [www.sheratonarlingtonhotel.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.sheratonarlingtonhotel.com) / 817-261-8200
* Globe Life Park: <https://www.mlb.com/rangers/ballpark/events> / 817-273-5222
* Texas Live!: <https://texas-live.com/private-events> / 817-852-6688
* Live! by Loews: [https://www.loewshotels.com/live-by-loews-arlington-texas/meetings](https://www.loewshotels.com/live-by-loews-arlington-texas/meetings%28a) / 682-277-4900
* Hilton: <https://www.hilton.com/en/hotels/arlahhf-hilton-arlington/meetings-events> / 817-640-3322
* Piccolo Mondo: [www.piccolomondo.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.piccolomondo.com) / 817-265-9174
* Sanford House Inn: [www.thesanfordhouse.com/](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.thesanfordhouse.com%5C)
	+ Contact: Valerie Landry (valeriel@thesanfordhouse.com) / 817-861-2129
* Mercury Chophouse- Arlington
	+ Contact: Michelle Chambless (events@mercurychophouse.com) / 817-381-1157

**Approved Vendors for All Services**

**Catering**

On-campus Chartwells Catering must be used in the University Center. College Park Center has their own catering services. Please review policies and procedures for exceptions. Procedure 4-26—Meal Reimbursements: <https://www.uta.edu/policy/procedure/4-26>

* Food vendors must be approved and paid thru purchase order (direct billing to an established account). ***Procard will not be allowed for catering*.**
* Any approved caterer can be used in the Business Building. Please establish an account by department with the vendor for clarity in billing / payment.
* Some purchases of goods and services may not require a purchase order because best value is obtained by procuring such goods or services by other means. In this case, purchases of caterer must be processed in accordance with Reimbursements and Payments Other Than for Travel and Purchase Orders.
* The complete list of approved food vendors is as follows: [www.uta.edu/campus-ops/uc/food-vendors/index.php](https://www.uta.edu/campus-ops/uc/food-vendors/index.php)
* An Official Occasion Expense Form must be completed with receipts for any food or beverage purchased with any form of payment. Forms can be found at: <https://www.uta.edu/business-affairs/procurement/payment-card-services/forms.php>

**Other Approved Catering for non-University Center / College Park Center events**

* UTA Catering, Chartwell <https://uta.catertrax.com/>, 817.272.2304
* Fort Worth Catering: <http://www.ftworthcatering.com/> 817-810-0888
* City Kitchen: <http://www.citykitchen.com/> 817-534-9900
* Potbelly Sandwich Shop: [www.potbelly.com/catering](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.potbelly.com%5Ccatering) / 817-522-9897
* Jason’s Deli: [www.jasonsdeli.com/](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.jasonsdeli.com%5C) 817-860-2888
* La Madeleine: <http://cateringbylamadeleine.com/> 817-461-3634
* Panera Bread: <https://cater.panerabread.com/catering-webapp/> 817-548-8726
* Corner Bakery: [www.cornerbakerycafe.com/catering/sandwiches](http://www.cornerbakerycafe.com/catering/sandwiches)/ 817-465-6690
* Mr. Jim’s Pizza: mrjimspizzacc@gmail.com, <https://mrjims.pizza/> 817-419-3333

**Promotional Item/Shirts/Gifts**

* Prestige Printng
	+ Doug Kraum, UTA contact
	+ 817-328-7300, dkraum@prestige-online.net
* 4imprint
	+ Dia Vang, Customer Service Representative
	+ 877-446-7746 Ext 8143, [dvang@4imprint.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cdvang%404imprint.com)
* C. C. Creations
	+ Tracy Wainscott, Sales Representative
	+ 800-324-1248 Ext 715, [t.wainscott@cccreationsusa.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Ct.wainscott%40cccreationsusa.com%20)
* Worldwide Specialty Advertising Inc.
	+ Les Jackson, Account Executive
	+ 817-244-5737, les@wsapromos.com
* Quality Logo Products
	+ Angie Kobs
	+ [www.qualitylogoproducts.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.qualitylogoproducts.com)

**Florist**

* HE Cannon Floral, Arlington
	+ Patricia Flynt, Owner
	+ 817-261-2731, cannon1893@aol.com
	+ [www.cannonfloral.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.cannonfloral.com)
* Calloway’s Nursery
	+ 1424 N. Center St, Arlington, TX 76011
	+ 817-861-1195

**Linens/Chairs/Tents/Equipment**

* Rental Stop
	+ Leslie Rule, leslie@rentalstops.com; 817-336-0059
	+ <http://www.RentalStops.com>
* BBJ Linens
	+ Hilda Herrera
		- hherrera@bbjlinen.com, 847-933-5245
	+ Matilda Webber
		- mwebber@bbjlinen.com, 847-933-5767

**Banners/Posters/Brochures**

* Prestige Printing
	+ Doug Kraum
	+ 817-328-7300, dkraum@prestige-online.net
* Bird’s Printing
	+ 817-459-1688, info@birdscopies.com
* Cockrell Enovation
	+ Paul Herman, 817-336-0571 (office), 817-371-2967 (mobile), pherman@cockrellenovation.com; [www.Cockrellenovation.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.Cockrellenovation.com)

**Dry Cleaning**

* Hillcrest Cleaners
	+ 1816 West Park Row, 817-275-5531
	+ Discounts offered, free pick-up and delivery
	+ No vendor file, Procard is accepted and will handle tax exemption

**Others**

* Party City
* Amazon
* Etsy: Specialty made scarves and wrapping paper
* Nashville Wraps: bows and tissue paper
* Uline and Papermart: gift boxes
* Tulles Shop
* Accent Awards
* Fastsigns

**Parking & Valet Services**

**UTA Parking Services**

**Guest parking:**  Requests are done by departments: <http://www.uta.edu/pats/parking/guest-parking.php>

**Special Event Parking**: Requests are made online: <https://www.uta.edu/pats/parking/special-event.php>

**Reserved Parking Spot for Guests in Maverick Parking Garage:**

* There are two reserved spots in the Maverick Parking Garage that can be used by CoB: <https://resources.uta.edu/business/parking.php>

**UTA Parking Maps**

<http://www.uta.edu/maps/?parking=visitor>

**Valet Service**

* Rent A Frog ([www.rentafrog.com](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.rentafrog.com%5C))
* Contact: Monica C. Savino, monica@rentafrog.com, 817-810-9988

**Facilities/Custodial Services**

* UTA University Center
	+ Contact: Rebecca Herman, 817-272-2929, Rebecca.herman@uta.edu
	+ The UC can supply and deliver tables, chairs, and tablecloths at a small cost.
* UTA Custodial Services
	+ Contact: Phillip Bivens, Executive Housekeeper, 817-272-3193, [pbivens@uta.edu](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cpbivens%40uta.edu)
	+ To clean up before and/or after an event, to request more trash cans or to empty trash: <https://www.uta.edu/campus-ops/facilities/work-order-instructions>

**Technology and Equipment Needs**

**Office of Information and Instructional Resources (OIIR) (2-3023) and Classroom Multi-Media Support Services (2-5230)**

* Reserve equipment **2 business days in advance** of meeting/event:
	+ Requests for technology / equipment: oiirmanagers@uta.edu, 817-272-3023
	+ General technology questions / requests: [oiirmanagers@uta.edu](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Coiirmanagers%40uta.edu) , 817-272-3023

**Marketing/Advertising Resources**

**Marketing Requests**

Please fill out form <https://resources.uta.edu/business/marketing-and-communications.php> for the following:

* EMMA email blast, must include excel sheet of contacts
* News/Event Coverage (E-newsletter, PR request)
* Copy writing/editing (allow minimum of 10 business days)
* Graphic Design (logo signature, template, flyer)
* Advertising (print or digital)
	+ Includes:
		- Promotional items requests
		- Social Media post
		- Digital signage

**Web Request**

Please fill out form <https://resources.uta.edu/business/website-maintenance-request.php> for the following:

* Content updates
* Creating web pages
* Website migration projects

**Photography**

* In-House
	+ Contact for in-house support: Randy Gentry, Assistant Director for Photography, randy.gentry@uta.edu, 817-272-6572
	+ Online request form: [https://go.uta.edu/photo-request](https://nam05.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgo.uta.edu%2Fphoto-request&data=02%7C01%7Cmyalinda.martinez%40uta.edu%7Ceba7b7cf80574b5d5b8a08d7781403ba%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637109899665641799&sdata=iIBvjWIka7P7SZXVbRz6FuL16hWjZwsG8ztyefyhVLQ%3D&reserved=0)
* Outside CoB Photographer
	+ Sharon Ellman, Ellman Photography, sharon@ellmanphotography.com, 817-371-7256
	+ Charges $150/hour (minimum 2 hour charge)

**Other Resources**

* *Shorthorn* (UTA newspaper coverage): 817-272-3188
* Web development, graphic design services: [Creative Circle](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.creativecircle.com%2F&data=02%7C01%7Cmyalinda.martinez%40uta.edu%7C6082009fbe6d4cfba82408d68d45dd7f%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636851728611142167&sdata=qGBmSJpvON1KgJKOYnAL%2FX8c%2FUpNBC4TfrTteCr7B68%3D&reserved=0) <https://www.creativecircle.com/wpcontent/uploads/pdfs/CreativeCircle_JobLists.pdf>
	+ Lizzy Griffin
	Creative Circle
	1920 McKinney Ave Suite 940
	Dallas, TX 75201
	214-521-4000 / [www.creativecircle.com](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.creativecircle.com&data=02%7C01%7Cmyalinda.martinez%40uta.edu%7C6082009fbe6d4cfba82408d68d45dd7f%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C636851728611152172&sdata=ANbm9DyZcHLaHOkzF7do%2BVTZjlfrwuKlrj8cvfQFhyY%3D&reserved=0)

**UTA Marketing and Communications**

<http://www.uta.edu/ucomm/communications-marketing/index.php>

**Logo and Graphic Identity Standards**

<https://www.uta.edu/ucomm/identity/intro/index.php>

**Event Publicity / Communications**

**CoB Digital Signage**

Digital landscape format (Best size: 1920x1080 px)

* Online creation request form: <https://resources.uta.edu/business/marketing-and-communications.php>

**University Communications**

The Department of University Communications publishes *MavWire* (e-newsletter for faculty and staff) every Monday and Thursday morning (except for holidays) during the fall and spring semesters, and once a week (Thursday) during the summer. University Communications also publishes *TrailBlazer* (e-newsletter for students) every Tuesday (except for holidays) during the fall and spring semesters, and every other Tuesday during the summer. Event information must be submitted 3 business days prior to the publication of the newsletter:

* <https://www.uta.edu/news/publications/>
* [mavwire@uta.edu](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cmavwire%40uta.edu)
* [trailblazer@uta.edu](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Ctrailblazer%40uta.edu)
* [editor.shorthorn@uta.edu](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Ceditor.shorthorn%40uta.edu)

**Marketplace**

UTA preferred way to take online payments. System is user friendly and is PCI compliant to take credit card payments. Can also be used for no charge registrations, sponsorships, etc.: [http://www.uta.edu/marketplace](https://nam05.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.uta.edu%2Fmarketplace&data=02%7C01%7Cmyalinda.martinez%40uta.edu%7Ce934d08b0c5041d307dd08d7a9a78476%7C5cdc5b43d7be4caa8173729e3b0a62d9%7C0%7C0%7C637164409265890806&sdata=g%2FUMbLU5TkaQuA65Nj3JOzy4r1AU%2BVwwFYOy0VR7esM%3D&reserved=0)

**Contact**: Farina Chawdhry, Web Software Specialist

817-272-6820

Farina.chawdhry@uta.edu

**Policies and Procedures Related to Events**

UT Regents Rules and Regulations, University Handbook of Operating Procedures and Forms can be found at: <https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.main>

**Procard Use**

Please read the policies and process involving Procards: <https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.download&policyID=1435&descriptor=header1>.

**Alcohol Purchasing/Serving**

The UT System Board of Regents Rules regarding serving of alcoholic beverages: <https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.download&policyID=203&descriptor=header1>

Alcohol can be purchased by Procard and used at an event if approved by the VP of Finance. TABC licensed bartenders are the only ones that can serve alcohol at the events. <https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.download&policyID=547&descriptor=header1>

**Tents**

* Tents can be rented through Central Receiving (on-campus) and Rental Stop (off campus) but must be approved via EHS and UTA Police prior to set up
* Environment Health and Safety/Fire Marshall: [www.uta.edu/campus-ops/ehs/](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.uta.edu%5Ccampus-ops%5Cehs%5C)
* Campus Police: [www.uta.edu/campus-ops/police/](http://www.uta.edu/campus-ops/police/)

**Campus Wide Posting of Signs/Posters/Flyers/Banners**

Rules regarding posting signs, banners, hanging posters and chalking: [www.uta.edu/studentactivities/organizations/posting.php](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.uta.edu%5Cstudentactivities%5Corganizations%5Cposting.php)

**Tax Exemption**

The University is exempt from paying state and city sales tax under Texas Tax Code, Section 151.309(4).

* The Texas Sales and Use Tax Exemption Certification (Form 2-5) is to be presented to vendors as needed.
* Texas state sales tax will not be reimbursed.
* Copy of the Tax Exemption form: <https://secure.compliancebridge.com/utaprod/utaportal/index.php?fuseaction=app.main&cat=6#DocTop>

**Tipping**

Tipping cannot exceed 20 percent of the total bill. Going over 20 percent (such as when working with caterers and restaurants where 22 percent is typically charged for large groups) must be approved prior to payment and stated in a contract approved by Purchasing.

**Legal Department/Contracts**

* All contracts must be submitted to the director of procurement services for review and final approval from the UTA attorney.
* **Contracts/agreements cannot be signed by anyone other than the UTA legal department**. The policy can be found at: [www.uta.edu/policy/procedure/4-7?hl=contracts](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.uta.edu%5Cpolicy%5Cprocedure%5C4-7%3Fhl%3Dcontracts)
* Approvals can take up to 6 weeks. Plan accordingly.

**Registration and Event Management Issues**

**Disability Accommodations**

Please consult with Human Resources and/or Office for Students with Disabilities. Information can be found at: [www.uta.edu/hr/ada/](http://www.uta.edu/hr/ada/)

**Dietary Accommodations**

Dietary restrictions can include allergies, as well as personal, cultural and religious preferences. Please make sure there is a plan to match restricted meals with guests who requested such.

**Hazardous Weather**

Procedures for responding to inclement weather: [www.uta.edu/policy/procedure/7-7](http://www.uta.edu/policy/procedure/7-7)

**Conflicting Events**

* Check the UTA events calendar: [www.uta.edu/events/main.php?calendar=default&amp;view=week](http://www.uta.edu/events/main.php?calendar=default&amp;view=week)
* Check the CoB calendar: <https://www.uta.edu/academics/schools-colleges/business/news-and-events>
* Check local events: [www.arlington.org/things-to-do/events](file:///%5C%5Ckdrivefs.uta.edu%5CDB%5CMyalinda%5CEvents%5Cwww.arlington.org%5Cthings-to-do%5Cevents)