

UGA-ECOLOGY EVENT PLANNING FORM

This form is used for social gatherings that fall outside the customary research, instructional and service mission of the unit. For example, receptions, celebrations, club meetings, retreats, or any event that will include alcohol or require a reservation of Ecology facilities or space.

- In order to allow for optimal planning of your event it is suggested that you submit this form at least 30 days in advance of your event start date.
- This form may also be used to capture a blanket request for the fiscal year (i.e., EcoVoice practice every Thursday, September through March, 3p-4p).
- All persons are subject to UGA's Policy 5.01 Use of Campus Space.
- The Odum School strongly encourages preventative measures that lower germ transmission risk based on available guidance by the health department and CDC. Encouraging the use of well ventilated spaces or outdoor areas, and controlling the time/frequency a high risk activity takes place are recommended whenever possible. Promoting a culture of safety among faculty, staff and students is very important for reducing risk of transmission.

I would like to reserve the following space (choose all that apply):

NOTE: Spaces in RBC and CEID/IDEAS are maintained by their administrative personnel.

Courtyard

Front lobby

Seminar room lobby

Library

Cabin

Horseshoe bend

No space needed. I am submitting this form to document an Ecology-related event.

Other (please explain):

Contact information for this event

Name (first & last):

Email:

Event Details:

Name of Event

Date of Event

Start Time (am/pm)

End Time (am/pm)

Type of Event (seminar, conference, speaker, social activity, other)

If this event is associated with a student group please indicate the name of the group here.

If you have an itinerary for this event please include it with your request.

If you do not have an itinerary please, then, provide a detailed description of the event/activity you are planning.

How does this event/activity promote the mission of UGA and Ecology?

Will this event require funding from Ecology?

If funding from Ecology is required, enter the speed type or description of funding you plan to use here.

If funding is required please attach a detailed budget proposal.

- Things to consider when thinking about your budget:
 - Speaker Costs Speaker expenses can drastically affect the event budget. Some speakers are willing to provide their talk in exchange for vita experience and being published in the proceedings, and some are paid healthy honorariums and expenses. Some questions to consider for those who require an honorarium: Can I negotiate the rate? Have they ever worked for UGA before? Note: If the person is a former UGA employee (graduate assistant, faculty member, staff member), there is a lengthy process that must be followed as they must be put on payroll (which involves the speaker "applying" for a job at UGA). If your speaker has worked at UGA previously, it is essential that you let us know this as soon as possible but no less than 3 months in advance so that we can work with the appropriate offices on campus to get the person back in the payroll system.
 - Paperwork: There are multiple types of paperwork the speaker may have to complete before we can process payment.
 - Reimbursement guidelines: Speakers can only be reimbursed for travel expenses using State of Georgia rates and coach level air travel. Facility Costs Varies by location.
 - Consider the following:
 - Room Rental: Some venues will charge a fee for space.
 - Technology: Be sure to reach out to appropriate personnel to secure necessary support.
 - Refreshment Breaks: AM, PM, or both? Coffee only or full refreshments?
 - Lunch: Full day events usually offer lunch as part of the registration fee.
 - Other meals?
 - Other Activities
 - Will anything need to be coordinated outside of the main event activities?
 - This may include: Pre- or post-event workshops Day trips Tours Receptions Dinners Transportation Will group transportation to any activities need to be arranged?
 - Campus transit: bus rental
 - Automotive center: van rental
 - Some venues also offer transportation upon request.

- Registration: Be sure to reach out to the Business Office to determine the best support.
- Event Handouts
- Giveaway Items
 - Be sure to check with Ecology's Development Officer to see if there are items you can use for giveaways. If you wish to purchase your own logo'd items for giveaway you must first obtain Dean's approval and logo approval. NOTE: This can take up to 4 weeks to obtain.
- Marketing:
 - Please work with Ecology's communications officer to follow procedures regarding design.
 - Printed materials: Normally a flier is created to share at other conferences and exhibit opportunities.
 - Calendar posting: Event is posted on the UGA Master Calendar and includes all information about the conference including the registration link.
 - E-blast sent through Mailchimp: This will encourage participants to register and will link to the registration site. This e-blast is customizable but must follow the format approved by Ecology's communications officer.
 - Mailing lists: If you have particular individuals to reach you may want to collate a mailing list and distribute your event that way.
 - Evaluation: An important part of each event is the distribution of an evaluation form so you can gain useful feedback in preparation for the next event.

Will alcohol be served at this event? If yes, your request will be reviewed by the Dean of Ecology for approval.

Email your request to ecologyfrontdesk@uga.edu.