

Student Union Event Planning

Step by Step Guide for FAU Departments

1) Submit the FAU Student Union Event Request Form:

The Student Union Event request form is the first step in the reservation process. Once we receive this form, we will begin processing your request. If the room or space you requested is not available, an alternate room or space will be reserved, and you will be contacted if any additional information needed.

If the room or space you requested is available you will receive:

2) Internal Agreement and Event Information:

- a. The Internal Agreement:
 - i. Outlines the terms of the rental of space and use of services provided by the Student Union.
 - ii. Account information and official signature is required on the agreement.
- b. The Event Information:
 - i. Outlines all of the details of the room rental, including:
 - Room or space rented and its hourly charge.
 - Time frame of the rental.
 - Equipment ordered for the event and any charges for this equipment.
 - Labor charges.
 - Any special notes for the event.
 - An estimated charge for the event.

3) Complete Internal Agreement:

- a. Review the event information carefully, and if all details are correct:
- b. Complete the Internal Agreement with the account information and authorized signature.
- c. Return the ORIGINAL Internal Agreement to the Student Union Administration Office room 203.

4) Event Confirmation:

- a. Once the Internal Agreement is received you will be emailed notice of event confirmation, securing the venue and all the services there in for your event.

5) Event Coordination Meetings:

- a. Depending on the nature of your event, a Student Union Event Coordinator may invite you to a meeting with the Student Union staff.
 - i. In this meeting, the following may be discussed:

Your event's agenda; Room set up; Equipment needed; Catering;
Parking; Signage; Security ; Additional approvals or forms needed;
Additional labor or staffing needed

ii. This meeting should occur at minimum 2 weeks prior to your event.

6) Pre-event Considerations:

- a. In the days prior to your event, the Event Coordinator will be in touch with you on the completion of the planning and logistics for your event. Any changes to your event should be communicated at this time.

7) Day-of event:

- a. The Student Union staff will be on site to greet you when you arrive at your event and allow you access into the space.
- b. Student Union staff will be available before, during and after your event if you need any assistance.

8) Post-event:

- a. Once your event has concluded, the Student Union staff will process your Internal Agreement, given that none of the particulars have changed, the final charge for your rental will be processed.