

# EVENT PLANNING AT UVM – Outdoor Events

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## New for Fall 2024

- All event planners are required to answer questions about events that may attract a high-profile guest, a high volume of attendees, or potential disruption due to a sensitive topic.
- John Dewey Lounge – will be set up in round tables.

## Things to Consider When Planning

- Need help? Contact the UES Scheduling Team. We are the event experts on campus! You can consult with us about options for your event such as dates, locations, catering, and other event details.
- Your EMS submission is a request and is not a guarantee of space, services, or approval of the event. Approval for events may require multiple levels of approval depending on the complexity. Confirmation of the space availability is only one step required in the event approval process.
- Be flexible with your dates, times, and plans. There are days during the academic year when spaces are full and services such as catering, and production support are at capacity.
- Weather happens! All Outdoor events are required to have a backup plan in case of poor weather. Some options include scheduling a rain date, having an indoor location scheduled as a backup space, or canceling the event.
- University Event Services will make the weather call by noon the day before and notify the event planner accordingly. If your event is on a weekend, the weather call will be made by noon on the Friday before.
- The event planner must submit a map/diagram to UES of the area they wish to use showing how it should be set and where activities will take place.
- Consider if you need technical equipment such as a sound system or projection for your event.
- If you are hiring outside vendors for things such as a bounce house, DJ, or obstacle course, know that a contract and insurance are most often required and take time to facilitate. Get started on the paperwork as early as possible.
- Consider the environmental footprint of your event. Don't give out unnecessary items that will generate trash or recycling (think stickers, plastic items, single-use items...). Understand the impact the event will have on the outdoor space.
- You must notify UES if you will have any of the following components at your event:
  - If you are serving food or drink.
  - If there will be vendors on-site.
  - If you will have amplified music and/or a live band.
  - If you need power to operate equipment or activities.

- If you need an outdoor water source.
- If you need to stake anything into the ground (such as tents and signs).
- Keep in mind that no vehicles are allowed to drive or park on the grass for any reason.

## Event Plan

**Have a well-developed event plan** – A good event plan includes:

1. **Severe Weather Plan** - what is the severe weather plan if your event is outside? Who is in charge of making that call and how will it be communicated to staff and attendees?
2. **Staffing Plan** – who from your team is designated as the 1<sup>st</sup> point of contact for the event for vendors and other UVM departments?
  - Who will be on-site before the event to oversee the setup?
  - Who will be on-site during the event?
  - Who is responsible for the breakdown and cleanup after the event?
3. **Production & Tech Plan** – what inventory, set up, tech support, and breakdown does your event need? Do you need power or a source of water?
4. **Vendor Plan** – Have you made all the proper arrangements for your vendor (directions to the event site, parking, power, tables, chairs, etc.). Who is responsible for communicating with the vendor and who will check them in upon arrival to ensure they are set up in the correct location and follow any relevant University policies or rules?
5. **Food & Drink Plan** – what are you doing for catering? Know that any orders from a vendor that is not UVM Dining may require a catering waiver.
6. **Waste Management Plan** – will your event generate waste, and if so what kind (trash, recycling, compost, other)? How will you handle proper disposal of the waste and clean up after the event?
7. **Safety Plan** – how will you keep the event safe, what is the protocol in the event of an emergency?
8. **Parking Plan** – do you need parking permits or locations for your guests, staff, food truck, or vendor?
9. **Communication Plan** – how are you going to communicate the details of your event to other UVM departments who will be supporting your event or impacted by it?  
How will you communicate and advertise your event to your audience?

## Responsibilities

- All groups using an outdoor location are required to leave the area as they found it. Any damage done to the grounds must be repaired by the event planners, and any trash or recycling must be picked up, including food, overflowing trash cans, and materials that are handed out at the event. All costs are assumed by the hosting department/organization.
- Failure to pick up after the event may result in additional charges, or no longer being able to reserve an outdoor space for events.

## UVM Policies & Procedures

Be familiar with university policy, procedures, or guidelines that may impact your event. To include, but not limited to:

[Business Meal, Hospitality and Amenity](#)

[Free Expression; Campus Speakers: Response to Disruption](#)

[Facilities and Grounds Use for Events and Activities](#)

Visit the [UVM Policies page](#) for a full list.

## Safety Requirements

- You must have a severe weather plan.
- You must have a designated event planner on-site during the event who will be in charge in case there is severe weather or another emergency.
- If your event is expected to need enhanced safety/security planning and measures, such as hosting a member or candidate for public office, presenting on a topic that is controversial/sensitive, or may attract uninvited attendees, or a large number of attendees you must notify UES.
- If your event involves minors (individuals under 18 who are not enrolled UVM students). You must notify Risk Management.
- If your event involves activities that are physical in nature, and/or may have a higher than typical risk for injury (Example: a 5k run, climbing, jumping, Bounce House, Rail Jam, Zip Line, outdoor obstacle courses, etc.) you must notify Risk Management.
- If you are using either a gas or charcoal grill, the equipment must be at least 25 ft away from any structure.
- The grill must use a UL-listed grill.
- The grill must not be near any flammable or dry ground/grass.
- The grill must not be set up under a tent, overhang, or tree – even if it is raining.
- If using charcoal, you must let ashes cool before disposing of them properly.

## Submitting a Request

It all starts by requesting through the EMS Portal. Requests for outdoor events should be made through EMS a minimum of 21 business days in advance. Large, complex, or multiday events should be requested a minimum of 90 days or more in advance. We encourage you to plan as early as possible. Know that events may require multiple levels of approval from various departments before the event is confirmed. Having the space confirmed is just one step of the approval process.

## EMS

- The event planner must have an active EMS account to make a request.
- The event planner should submit the request through the EMS Portal as early as possible.
- Events can be requested up to 13 months in advance.
- The deadline for event request submission in outdoor spaces is 21 business days in advance.
- The event planner should include as much detailed information about their event needs, plan, and description as possible.

## Weather Happens!

Poor weather is defined as rain, snow, light winds, or unseasonal temperatures. These weather conditions may not cancel your event but may impact it in the following ways.

- Electrical & technical equipment may not be set up outdoors if rain is expected during your event or the setup and breakdown times.
- UVM Dining or outside caterers may not serve outside.
- Your vendors may cancel.

Severe weather is defined as thunderstorms, lightning within 30 minutes of the location, wind gusts exceeding 35 mph. or sustained winds exceeding 25 mph. If these conditions are forecasted your event will need to enact the severe weather plan. If these conditions arise during your event, seek immediate shelter, and evacuate the site.

## Costs

- Charges will be automatically charged to the chartstring assigned to the EMS reservation.
- UVM Departments and Recognized Student Organizations do not pay a room charge for internal UVM events.
- Production and Technical Costs: Labor for setup, breakdown, technical, and on-site support are charged by the hour. Labor estimates for your event are available by request.
- Scheduling and Coordination Costs: One hour of scheduling/coordination services is included with each reservation. After one hour, an hourly scheduling fee will be charged.
- Groups are responsible for paying for any damage to the room or outdoor grounds, and/or excessive cleaning that is required.
- If there is food at your event, a post-cleaning will be required. Custodial Services charges an hourly rate.
- You will be charged for services rendered such as catering, police support, transportation & parking services, etc. For an estimate of services contact the appropriate service provider.
- Groups that rearrange the furniture will be charged to reset the room.
- If an event with services is canceled late, the department or group will be charged for any costs incurred.
- Additional fees may apply to late requests.
- In some spaces there may be equipment use or rental fees.