

# PLANNING & MARKETING YOUR EVENT

## OVERVIEW:

The following information provides a framework that will assist you in planning events from start to finish. The guide is divided into four components: Planning, Budgeting, Marketing, and Resources.

For more assistance and information specific to your event, feel free to stop by the Student Activities Center (SUB lower level, room 1018) or call (505) 277-4706.

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## BROUGHT TO YOU BY:

Student Activities Center & Student Government Accounting Office  
 Student Union Bldg. Rm. 1018 / 277-4706 / sac.unm.edu / sgao.unm.edu

ORGANIZATION: \_\_\_\_\_





# PLANNING YOUR EVENT

The following questions will help you determine goals for your event.

Before you begin - ask yourselves a few basic question about the purpose of the event. This is the foundation for planning a successful event. If you do not have a good foundation, your event has the potential to fail or not meet the goals you were looking for. Many individuals make the mistake of skipping this step. Don't let this happen to you.

1. Determine the purpose of the event. (Example: raise awarness of your organization, recruitment, fundraiser, social/entertainment)

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2. Who is the intended audience/target and how many are we planning for?

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3. Do we have enough time to plan, organize and advertise in order to make this event successful?

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4. Do we have enough volunteers and members to organize and execute the event?

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5. Do we realistically have enough money to execute this event? Can we afford to lose money?

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6. Are there any other events on the same day that could impact us? (Holiday, Break, Bball Game)

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7. What is the best facility for this event? Are there backups (weather)?

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8. Are there policies/laws that affect our planning? (sound restrictions, alcohol use, food)

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9. Are there resources available to help us pay for this event? (ASUNM, GPSA, tickets, alumni)

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10. Are there campus resources available to help execute the event? (PPD, ASUNM, SUB, Ethnic Ctrs)

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11. Are the benefits of this event worth the time, effort and expense?

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12. Is this event risky and do we need additional insurance to cover ourselves?

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13. If your event is recurring, why was it created in the first place? Is it still worth it?

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14. If the event is recurring, is it an anniversary that should be celebrated?

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15. What makes our event special and different than others on campus?

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# EVENT CHECKLIST

Use the following checklist to aid your organization before and after an event.

## EARLY ON IN PLANNING:

- Prepare & Maintain Budget
- Book the Venue - Check for Conflicts
- Set Furnishings - Chairs, Podium, Tables, Stage, etc
- Outside - Tents, Restrooms, Trash, Fencing, power, etc
- Book AV Needs - Computer, Projectors, etc
- Book Catering/Food Needs
- Book Security/Police, EMS
- Book Entertainment, Speakers, Dj, etc
- Arrange Parking
- Research Insurance, Safety Forms,
- Make Print/Elec Items - Invites, Tix, RSVPs
- Make Print/Elec Items - Ads, Social Media, Website

## A WEEK OUT FROM EVENT:

- Prepare Program, Script, Event Timeline
- Purchase Decorations, Gifts, Supplies, etc
- Confirm Venue Setup, AV, Logistics, etc
- Make Nametags, Directional Signs, Banners, Place Cards, etc
- Get Volunteers & Staff & Assign Duties
- Send Reminders, Last Marketing Push
- Check-In, Entrance, Ticket Taking

## AFTER THE EVENT:

- Send Thank You Notes
- Finalize Budget
- Compile Notebook For Next Year

## ASSIGNED TO

## DATE DUE

## COMPLETED





# RESERVING FACILITIES, EQUIPMENT & SERVICES

Any on-campus event arrangements should be made at least two weeks ahead. The following contacts should be helpful as you formulate the event.

## RESERVING FACILITIES

### EVENTS IN THE SUB

#### MEETING ROOMS, EVENT SPACE, THEATER & EQUIPMENT

- Chartered Student Organizations can reserve meeting rooms and event space in the SUB for free. Spaces range from info tables, meeting rooms of different sizes, a movie theater and large ballrooms. Most space use in the SUB is free for student organizations. Fees may apply when charging for attendance, use of the dance floor, some staging, pipe and drape, staff hours and some other equipment. Use of other equipment such as computers, projectors, sound systems and more are free for chartered student organizations. The movie theater can be used to show movies, cable TV shows such as sporting events, video game play and more. It also has a concession stand that can be opened for a fee. Fees apply for licensing and staff (See pg 12 for more info).
- Contact **SUB Scheduling** in SUB 1094 or at **277-5498** to reserve a room and policies.

### CLASSROOM SPACE FOR MEETINGS & EVENTS

To reserve any classrooms on campus, please contact the **Scheduling Department** at [unm.edu/~schedule](http://unm.edu/~schedule). Classrooms size varies from 20 people to 800 people and typically do not come with charges.

### OUTDOOR SPACE RESERVATIONS & EQUIPMENT

To reserve most outdoor areas on campus, please log on to [events.unm.edu](http://events.unm.edu), create an account and submit your request.

**This excludes: Johnson Field, Residence Hall Areas and Parking Lots.**

The Student Activities Center approves outdoor space use (No charges). Chartered student organizations may check out up to 2 tables and 3 chairs, a small PA system and a handwashing station for free use at approved outdoor space events. All equipment must be returned by 5pm.

**Amplified sound may only take place from noon to 1pm on the SUB Mall. See pg 11.**

### JOHNSON FIELD & JOHNSON CENTER

To reserve these spaces, contact **Donald Sollami** in Recreational Services at **277-8202**. Use of these facilities come with contracts and may have fees for use.

### CENTER FOR THE ARTS FACILITIES

- Popejoy Hall, 277-8010 (1985 seats)
- Rodey Theater, 277-1398 (400 seats)
- Keller Hall, 277-2131 (284 seats)
- Carlise Gym, 277-1398 (144 seats)
- Theater X, 277-1398 (100 seats)

**Events in these spaces are subject to departmental schedules & always have fees.**

## RESIDENCE HALL AREAS

Includes Lower Johnson Volleyball and Basketball Courts, Hokona Cellar, SRC Commons, and La Posada tables. To reserve these areas please contact **Teresa Ortiz** at **277-2606**.

## EQUIPMENT & SERVICES

### PARKING SERVICES

If your event requires parking for either the audience or vendors you may be bringing onto campus, please contact **Christine Evans** at **277-9502** or [cgevans@unm.edu](mailto:cgevans@unm.edu).

#### Options for Parking Reservations

- No site fee (No tickets issued in a lot)
- Individual permits (daily or weekly)
- Spaces in Parking Structure
- Parking Lot Use for events

### PHYSICAL PLANT SPECIAL ACTIVITIES

UNM Physical Plant offers services and equipment for student organizations. Contact **Jessica Regensberg** at **277-7246** or [jregensberg@unm.edu](mailto:jregensberg@unm.edu) for assistance with the following services and equipment.

#### Equipment (Fees apply & must arrange storage)

- Tables and Chairs
- Cord Covers
- Stage and Stairs
- Trash Cans

#### Services (Fees may apply)

- Sprinkler Turn Off
- Electricians
- Trash Collection
- Utility Spots

### SECURITY & POLICE (SEE PAGE 12)

### SAFETY & RISK SERVICES (SEE PAGE 11 & 12)

### MOVIE LICENSES (SEE PAGE 12)

### ASUNM STUDENT SPECIAL EVENTS (SSE)

ASUNM Student Special Events is a Student Service Agency of the Undergraduate Student Government that produces events for the students on campus. They host music performances, speakers, cultural events, misc other events and Fiestas. SSE also cosponsors chartered student organization events on campus by providing equipment and funding. You can get a Cosponsorship Request Form by contacting them in SUB room 1064, [sse.unm.edu](mailto:sse.unm.edu), **277-5602** or [sse@unm.edu](mailto:sse@unm.edu).

#### Equipment

- Sound Systems (Small, Medium and Large)
- Popup Tents
- Sound Equipment (Mics, Stands, Cords)
- Trash Cans

#### Funding

- Up to \$500 per semester for an event.





# SERVICE, FUNDRAISING, MOVIES

If you plan on doing a service project, keep the following points in mind.

## SERVICE PROJECTS (OVERVIEW)

A few special notes about some of the more common service projects student organizations

### DONATION DRIVES (CANNED FOOD, CLOTHES, ETC)

- Plan ahead and arrange for where you will place the collection bins and store the products you collect.
- Make arrangements on how to transport items to the donation receiver.

### SALES

- Make sure the products will be affordable and easy for your members to sell.
- Do members have to pay for non-sold items?

### BLOOD DRIVES

- Be prepared to reserve adequate space in advance to conduct a full scale drive.
- Make sure you coordinate with United Blood Services on who is making reservations and ask donors to pre-register for a donation time.

### FOOD SALES (BAKE SALES, HOT DOGS, ETC)

- If you wish to sell any food item that is not shelf-stable (commercially wrapped and room temperature safe), you must obtain a food permit from the State Health Inspector:  
**food.program@state.nm.us**  
**(505) 222-9514**
- You can pick up a temporary food permit request and ask questions about what types of foods require a permit in the Student Activities Center (SAC), SUB 1018.
- You **MUST** submit your application at least ten working days prior to your event.

### FOOD TRUCKS ON CAMPUS

- Food trucks are allowed on campus for special events. There is a fee that must be paid to UNM for them to sell on campus. Also, each food truck must have a valid food permit and be inspected by a State agency to ensure their gas use is safe. The Student Activities Center can assist with these processes.

### FUNDRAISING

**\*\*ASUNM & GPSA funds may not be used for fundraising or donations.\*\***

## DONATIONS TO YOUR ORGANIZATION

- If you have a money account with the SGAO Office, all financial donations to your organization should go to the **UNM Foundation** for tracking purposes and tax deductible receipts.
- If you would like the funds transferred to your student organization account at **SGAO**, give your account number to the **UNM Foundation** at the time of deposit.
- Deposits are made monthly, resulting in a slight lag time for them to post to your account.
- Anytime a donor is seeking tax credits or a tax ID for a donation, you must contact the **UNM Foundation** at **277-4503**.

## RAFFLES

There are a few different ways organizations raffle off prizes:

- If items were donated and the donor wants to receive recognition or tax credit, your organization must report it to the **UNM Foundation Office** at **277-4503**.
- Make sure you properly account for the number of entries you will have and how many each member will be responsible for. It is important to discuss how members will turn in their sales of tickets.
- **New Mexico State Law** limits groups to **one raffle every three months and no more than four raffles in a year**.

## SHOWING OF MOVIES

There are many laws concerning the showing of films. Movies shown in public locations, whether you charge an entrance for or not, typically require a license. Check with the Student Activities Center at **277-4706** to ensure you are meeting the required licenses. If a license is required, they can get the pricing and contacts of the companies that do this.





## MISC. SUPPLY EXPENSES

Tickets
Poster Board/Cardboard Disp/Lg Paper
Tape, Staplers, Pens, Markers
Name Tags
Decorations, Balloons
Flowers, Centerpieces
Awards, Certificates, Trophies, Gifts
Bake Sale Supplies
<b>TOTAL MISC. SUPPLIES</b>

## BUDGET


## ACTUAL


## MARKETING & PROMOTION EXPENSES

Fliers, Posters, Handbills
Facebook Ads, Snapchat Filters
Ads in the Daily Lobo and/or Alibi
Banners
Sidewalk Chalk
T-Shirts
Directional Signs, Information Signs
Invitations, Stamps, Programs
Give-A-Ways
<b>TOTAL MARKETING &amp; PROMOTION</b>



## TOTAL BUDGET

TOTAL REVENUE
TOTAL EXPENSES
<b>NET PROFIT / (LOSS)</b>







# FOOD & REFRESHMENTS AT EVENTS

When it comes to food and refreshments you have many options, depending on your location.

## CATERED FOOD IN THE SUB (OVERVIEW)

The Student Union Building has rules in regards to catering. If your organization is hosting a meeting for small group of members only, you may bring in packaged food such as pizza or sandwiches. Large meetings and other events require in-house catering and they provide a specific menu available to student organizations with discounted prices. Refreshments may be purchased from the UNM Catering Office or online.

## STUDENT ORGANIZATION DISCOUNTED MENU

- To view the menu go to, <https://unmcatering.catertrax.com/>
- For questions call 277-2506 or visit their office in SUB Room 1092.

## HOW TO PAY FOR FOOD IN THE SUB

- As an on-campus vendor, SUB Catering should be paid directly from your student organization's account if it is housed at SGAO. You should submit an **Internal Requisition (IR)** form detailing what you are purchasing, the amount, and the date of your event **three days** ahead.
- If your organization does not have a SGAO account, you will pay them directly via credit card online or by check in SUB 1092.

## CATERED FOOD OUTSIDE THE SUB

- SUB Catering can also provide food in other facilities on campus.

## OFF CAMPUS VENDORS

- When your event is located outside the Student Union Building, you may use a local catering company or catering restaurant for your event.  
If you have an account with SGAO, ask if they accept **Small Purchase Orders** from the University. If they do, visit **SGAO** to submit the necessary paperwork at least **three days** before the event. If you do not have an SGAO account, make arrangements for payment.

## GETTING REIMBURSED FOR FOOD EXPENSES VIA SGAO

- If you have an event on campus where a member of the organization pays for the food, or you have an event off-campus, you will need to follow a few simple rules to be eligible for reimbursement.

### Rules

- Provide a list of names to SGAO if less than 20 people attend the event.
- In the case that you must pay a vendor out of pocket, save **ALL ORIGINAL ITEMIZED RECEIPTS**. No Alcohol!
- Fill out the IR form and submit receipts.
- Receipts must be originals, itemized, and signed by two authorized members.

## BBQ & GRILLING

- Rules concerning BBQing on campus can be picked up in the **SAC** office.
- Questions can be directed to **SRS Fire Safety** at 277-9790.

## FOOD PERMITS

- If you wish to sell any food item that is not shelf-stable, you must obtain a food permit from the **State Health Inspector**. (See Resource Section on page 12)

### (NOTES)

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# MARKETING & ADVERTISING

In this section, you will learn of many different ways to advertise your event (some low or no cost and some paid) but they are, by no means, the only ways to advertise. Be creative, be bold, and be EVERYWHERE!

## RESOURCES

### DAILY LOBO ADS/ ANNOUNCEMENTS

#### Ad Rates and Discounts

- Visit [dailylobo.com/page/ad\\_rates](http://dailylobo.com/page/ad_rates) or call 277-5656 to get more information about ads.
- Student organizations get are eligible for buy 2 consecutive ads, get one 1/2 off.

#### Days in Advance to Place Ads

- Ad Designs are due **two work days** prior to run.

#### Formats

- Send ads to [advertising@dailylobo.com](mailto:advertising@dailylobo.com) as .pdfs.

### DAILY LOBO EVENTS CALENDAR

- Go to [www.dailylobo.com/calendar](http://www.dailylobo.com/calendar)
- Submit your event's information.

### UNM EVENTS CALENDAR

- Go to [unmevents.unm.edu](http://unmevents.unm.edu)
- Submit your event's information.

### STUDENT ORGANIZATION EVENTS CALENDAR

- Chartered Student Organizations may submit their events for publish on the chartering system's calendar. Go to [sac.unm.edu](http://sac.unm.edu).
- Click on Student Organizations and Charter System Login. You may post events to the calendar through your student organization.

### ADVERTISE IN THE SUB

#### Advertising Requests

- Visit [sub.unm.edu/about/advertising.html](http://sub.unm.edu/about/advertising.html)

#### Options

- Electronic LED Board, TV Monitors, SUB Facebook, Banner Space and Tabble Toppers.
- Sizes, formats and requirements on website.

### SUB BANNER SPACE

- Displayed for up to **two weeks**.
- **Outside Locations:** North Ballroom Balcony and East Stairwell.
- **Inside Location:** Atrium.
- Outdoor banners must be vinyl and have grommets. **No glitter on any banners.**
- Drop off banner to SUB Administration; **3rd Floor, Suite 3020.**
- Fast Signs, Kinkos & others make banners.

### SUB INFORMATION TABLE SPACE

- Contact **SUB Scheduling** at 277-5498 to reserve space on Plaza or Main Levels.

### FLIERS, POSTERS, HANDBILLS (UNM COPY CENTER)

- <http://unmcopycenter.unm.edu> or call 277-8267
- Office located in **Room 124** in **Dane Smith Hall**
- Online job submission at their website. Make sure SGAO has your IR for payment before placing the order.
- .pdf or .jpg format
- If you are printing handbills, the copy center can cut them for a fee.

### POSTING ON CAMPUS

UNM has regulations for posting flyers on campus. Refer to <http://sac.unm.edu/posting-guidelines.html> to view the rules. You may post on any public outdoor boards at UNM, but not any public structure such as buildings, utility poles, fountains, etc.

### CHALKING ON CAMPUS

- Refer to the posting rules on the web site above to see the full set of rules for chalking.
- Chalking is permitted on sidewalks exposed to weather so it will wear off in a relatively short time.
- **Do not chalk on permanent structures, unexposed sidewalks, vertical walls, or under balconies.**
- Please stay at least **25 feet** from the entrance to any building.
- **Only non-permanent sidewalk chalk is permissible.**

### STUDENT ORGANIZATION WEBSITES & SOCIAL MEDIA

- Chartered Student Organizations are eligible for free email accounts and website space from UNM. Go to [sac.unm.edu](http://sac.unm.edu), click on Student Organizations and Request Email / Website.
- Make sure you website is up-to-date with contact information and event announcements.
- Use social media sites like facebook and twitter to create buzz and spread the word.



# POLICIES & REQUIRED FORMS

UNM has many policies and required forms that affect events planned on campus. Make sure you are aware of them and comply with the requirements.

## AMPLIFICATION POLICY

The production of sound, either amplified or non-amplified, in conjunction with an outdoor event or speech activity under UBPPM 2220 may not substantially disrupt educational activities and other University business. The Student Activities Center reserves the right to set event location, permissible sound levels and amplification so as to minimize the adverse impact on University activities.

Sound amplification is of particular concern. During regular business hours (8:00 a.m. - 5:00 p.m., Mon.-Fri.) amplification is allowed from 12:00 p.m. to 1:00 p.m. in areas that will not substantially disrupt University activities.

Outside of regular business hours, amplified sound may not substantially disrupt University residential areas and the surrounding city neighborhoods.

During the week of final examinations no events involving amplified sound will be scheduled.

If amplified sound is substantially disruptive, the event sponsor will be asked to reduce the volume or face termination of the event. At no time may amplified sound exceed 88 decibels at the source.

- **Outdoor Space: Sound is allowed from noon to 1pm on the SUB Mall & until 9pm on Johnson Field.**
- **SUB: Sound is allowed in the Atrium from noon to 1pm as long as it does not disrupt other events in the SUB. Other areas are dependant on concurrent events.**

## PHYSICAL PLANT OUTDOOR EVENTS GUIDELINES

The UNM Physical Plant has a set of guidelines that must be followed for outdoor events on campus. The full list of rules may be found at: <https://iss.unm.edu/ppd/evspevents.html>.

- PPD Grounds and Landscaping staff must be notified prior to any tents being setup on Campus.
- Portable toilets must be installed in non-landscaped areas or on hardscape areas only. If portable toilets are to be left up overnight or longer, they must be secured to prevent being tipped over.
- The sponsoring organization is responsible for trash removal for their event. This includes any associated flyers or signage to promote the event.
- Tents, banners, lights or signs are not allowed to be attached to trees, light poles, signs, art work or other landscape features.
- No vehicles are allowed to drive on landscape surfaces. This includes activities for loading and unloading supplies and equipment.

## INSURANCE FOR YOUR EVENT

Chartered Student Organizations do not have insurance through UNM. Some of you carry insurance through a governing organization and others carry no insurance. Events can carry a larger amount of risk and we recommend you explore getting an insurance policy to cover your event. Any insurance agent can issue a policy to cover your event, but you may want to explore a TULIP policy. This website: <https://tulip.ajgrms.com/>, will give you estimates and allow you to purchase the event coverage if you would like to.

## SAFETY & RISK SERVICES FORMS & REQUIREMENTS

The Safety & Risk Services (SRS) Office has a large influence on campus events. They have requirements for fire lanes, propane use, tents, insurance and more.

- For any event with more than 50 people, groups are required to complete a Special Event Application at the [srs.unm.edu](https://srs.unm.edu) website. It should be completed three weeks prior to the event and submitted directly to SRS.
- Any event using tents should be using material approved by the State of California Fire Marshall, anchor it to the ground with sandbags, water barrels or stakes (PPD Approved) and have a fire extinguisher. Any event with more than 3 tents must complete the Tents and Membrane Structures Application on the SRS website.
- Any events (Grills, Food Trucks) using propane must be inspected by the State of NM LP Inspector. Contact SRS for assistance. \$15 fee applies.

**NOTES!**

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# CAMPUS EVENT RESOURCES

Below is a list of contacts that should come in handy when planning your event at the University of New Mexico.

## SCHEDULING SPACE

### CLASSROOM SCHEDULING (Registrars Office)

**To Book or More Info:** Use their website

**Website:** <http://www.unm.edu/~schedule>  
(Includes small and large classroom spaces for meetings and events. Depts & stu orgs only.)

### JOHNSON CENTER & FIELD (Recreational Services)

**Name:** Donald Sollami

**Website:** [ems.unm.edu](http://ems.unm.edu) **Phone:** 277-8202  
(Fees may be assessed.)

### OUTDOOR SPACES (Student Activities Center)

**Phone:** 277-4706 **Website:** <http://ems.unm.edu>  
(Includes SUB & Yale Malls, Duck Pond, Smith Plaza & more. 48 hr min to book online, call with less time. Chartered Student Orgs can check out up to 2 tables & 3 chairs for use from 8am-5pm. Reservations exclude Johnson Field, Res Hall Areas & Parking Lots.)

### RESIDENCE HALL EVENT SPACES (Residence Life)

**Name:** Teresa Ortiz

**Email:** [tortiz@unm.edu](mailto:tortiz@unm.edu) **Phone:** 277-2606  
(Includes Hokona Cellar and the Lower Johnson Field Volleyball & Basketball Courts.)

### STUDENT UNION BUILDING ROOM SCHEDULING

**Room:** SUB Room 1094 **Phone:** 277-5498

(Includes SUB Meeting Rooms, Ballrooms, Atrium and Theater. Most room rentals are free to student organizations.)

### OTHER CAMPUS SPACES TO CONSIDER

Continuing Education Center (Meeting Rooms and 600 seat theater), Popejoy Hall (1985 seats), Rodey Theater (400 seats), Keller Hall (300 seats), Theater X (100 seats) and Athletic complex facilities.

## MARKETING & ADVERTISING

### SUB MARKETING

**Email:** [sub@unm.edu](mailto:sub@unm.edu) **Phone:** 277-7885

**Website:** [sub.unm.edu/about/advertising.html](http://sub.unm.edu/about/advertising.html)  
(Banners, TV Screen Ads, Table Tents, etc.)

### COPY CENTER

**Location:** Dane Smith Hall Room 124 **Phone:** 277-8267

**Website:** <http://unmcopycenter.unm.edu>

### DAILY LOBO

**Email:** [advertising@dailylobo.com](mailto:advertising@dailylobo.com) **Phone:** 277-5656

### POSTING & CHALKING POLICIES

**Website:** <http://sac.unm.edu/posting-guidelines.html>

## FOOD SERVICES

### UNM CATERING OFFICE

**Room:** SUB Room 1092 **Phone:** 277-2506

**Website:** <https://unmcatering.catertrax.com/>  
(SUB Catering can provide food for large-scale banquets to smaller portions for meetings.)

### FOOD PERMITS (State of NM Env. Dept - Food Program)

**Email:** [food.program@state.nm.us](mailto:food.program@state.nm.us) **Phone:** 222-9514  
(Aps available in SUB Rm 1018. 14 day advance notice.)

### FOOD TRUCKS (Chartwells Food Service)

**Email:** [tbackes@unm.edu](mailto:tbackes@unm.edu) **Phone:** 277-2331  
(Fees per truck apply)

## EVENT SERVICES

### SAFETY & RISK SERVICES

**Name:** Louis Gonzales **Website:** <http://srs.unm.edu>

**Email:** [hogmaz1@unm.edu](mailto:hogmaz1@unm.edu) **Phone:** 277-9790  
(Special Events Form, Tent Application, Fire Lanes, Insurance, Safety Plans and more.)

### SECURITY & POLICE OFFICERS (UNM Police Dept.)

**Name:** Lt. Trace Peck **Website:** <http://police.unm.edu>

**Email:** [tpeck01@unm.edu](mailto:tpeck01@unm.edu) **Phone:** 277-0992  
(Security and Police Officer Assessment & Requests.)

### PARKING & TRANSPORTATION SERVICES

**Name:** Christine Evans **Website:** <http://pats.unm.edu>

**Email:** [cgevans@unm.edu](mailto:cgevans@unm.edu) **Phone:** 277-9502  
(Parking Lots, Structures, Busses & Traffic Control.)

### PHYSICAL PLANT - SPECIAL ACTIVITIES

**Name:** Jessica Regensberg **Website:** [ppd.unm.edu](http://ppd.unm.edu) - Special Activities

**Email:** [jregensberg@unm.edu](mailto:jregensberg@unm.edu) **Phone:** 277-7246  
(Tables, Chairs, Stage & Cord Cover rentals. Arrangements for Trash, Sprinklers, Electricians & More.)

### MOVIE LICENSING FEES AND PROJECTION

**Name:** Andrea Hart, Student Activities Center

**Email:** [amhart@unm.edu](mailto:amhart@unm.edu) **Phone:** 277-4706  
(Movie license fees vary from \$250-\$1200 per movie.)

### SOUND EQUIPMENT & FINANCIAL CO-SPONSORSHIPS

**Name:** ASUNM Student Special Events **Website:** <http://sse.unm.edu>

**Email:** [sse@unm.edu](mailto:sse@unm.edu) **Phone:** 277-5602  
(Chartered student organizations can apply for co-sponsorships for sound equipment, popup tents and up to \$500 in funding on their website.)

### INSURANCE FOR YOUR EVENT

**Website:** <https://tulip.ajgms.com/>

### EMS SERVICES (ON-SITE)

**Name:** Medicine Bow **Phone:** 272-6529