

ASUCR Event Guidelines

Do you have any questions about the event process? Here is a quick guideline to our deadlines when it comes to planning events for the student body.

| | |
|-----------------------------------|--|
| 1st step in event planning | Please fill out the ASUCR Event Request form prior to speaking with the Programs Coordinator about your event. Allow for 3 to 5 business day for processing before stopping by the office. |
| 3 weeks in advance | Must book a location 3 weeks in advance. Events must be canceled 2 weeks prior to event date. Planning to have music? An amplified sound exception form must also be submitted. |
| 2 weeks in advance | Ordering food from CRATE Catering or approved vendors . (The Food Safety training must be completed before ordering catering or before requesting a reimbursement) . After completing the food safety training, a temporary food permit must be submitted for each event. |
| 3 weeks in advance | Ordering giveaways (example: smaller items, items from amazon, gift cards). |
| 3 weeks in advance | Booking facilities equipment/setup. (Chairs, tables, irrigation shutoff, stages, etc). |
| 4 to 6 weeks in advance | Ordering custom giveaways (custom designs, t-shirts, hoodies, etc) for anywhere from 100 to 125 items. |
| 5 to 6 weeks in advance | Ordering custom giveaways (custom designs, t-shirts, hoodies, etc). for 125 items and above. |
| 7 to 10 weeks in advance | For larger scale events: contracts with food vendors, musicians, etc. Outdoor special events permit may be needed. |

*Please keep in mind that other campus departments (HUB scheduling, CRATE catering, Facilities, etc.) associated with the process of approving your event have the right to cancel or deny requests, if necessary.

Contact info

For questions/concerns please contact Mayan Gutierrez at mayan.gutierrez@ucr.edu or stop by HUB 202.

*This form was last updated on 08/24/23.