

Event Planning

Information about event approval processes, space reservation/available locations, how to order supplies and food, and how to market your event!



What is the process for holding an event or program?

Use the checklist below to identify what process and timeline you should follow to reserve space and gain approval for the program your group is planning!

A room reservation via vEMS **and** a Spartan Connect Event Request must be submitted **at least 30 days in advance** if **ANY** of the below apply:

- You expect 150+ attendees
- The event is open to people outside of UNCG
- The event takes place in the UNCG Auditorium
- The event is an outdoor event open to people outside of your student organization and/or outdoor events with amplified sound
- Money will be exchanged with talent or vendors (e.g., paying speakers, musicians, entertainment, or rental vendors etc.)
- The event requires your organization to sign a contract or agreement. No UNCG student or representative from your organization should sign a contract. Please reach out to CAP for support in this process.
- The event is taking place in any space managed by Recreation and Wellness (e.g. the Kaplan Center, rec fields, outdoor courts, studios, pool etc.), requests must be made through vEMS 30 days in advance of your requested reservation.

A room reservation via vEMS **and** a Spartan Connect Event Request must be submitted **at least 14 days in advance** if **ANY** of the below apply:

- The event is taking place in a multi-purpose room in EUC (Alexander, Cone Ballroom, Claxton, Dail, EUC Auditorium, Kirkland)
- You are bringing a speaker from outside UNCG without payment

A room reservation via vEMS **and** a Spartan Connect Event Request must be submitted **at least 7 days in advance** if:

- The event is a tabling fundraiser (tabling locations include: Elliot University Center (EUC) Commons, College Ave, Jackson Library Lawn, Stone Lawn, Kaplan Commons, Taylor Garden, Moran Commons)

Events where space must be reserved through vEMS and **do not** need to be approved through Spartan Connect include:

- Student Group meetings
- Student Group socials open only to members
- Informational Tabling if no funds are exchanged

To Submit a Spartan Connect Event Request, visit go.uncg.edu/spartanconnect, and login to the admin dashboard. Click the events tab on the left side and then on the plus sign in the top right corner to submit your event!

To access all links and forms mentioned on this page, scan the QR code or visit linktr.ee/uncgcap



What Spaces are Available and How do I reserve space through the vEMS system?

The University Reservations Office is responsible for the management of meeting and lounge spaces in the EUC, classroom spaces in academic buildings, and several outdoor spaces. Spaces on campus are free for student organizations to reserve, but may require payment for additional tables, chairs, or AV equipment. vEMS is the online portal that UNCG uses to request and reserve spaces.

- Student Organizations may have two representatives on their vEMS account at a time. You may complete the **Student Organization Request for vEMS Access** to request or update access for your organization.
- Reserved spaces through vEMS are “on-hold” until the Spartan Connect Event Request is completed and approved if one is required for your event.
- A logistics meeting may be needed to discuss details of an event with campus partners. Please pay attention to your UNCG email in case a staff member reaches out about your requested event!

How can I market my upcoming event to other students?

EUC Commons: student organizations can reserve table space through vEMS in the main hallway of the EUC to share information or merchandise.

EUC Display Cases: Any student group can reserve space in a display case by completing the online request form.

Outdoor Banners: For advertising campus-wide events and programs that fall within the following categories; educational, social, recreational, and/or cultural.

EUC Railing Banners: Hang a banner to promote your group along the railings off of the third floor of the EUC.

Campus Digital Signage: Promote your program, event or activity through signage boards located in residence halls, Kaplan Recreation Center, Military-Affiliated Services, Mossman, EUC, Career & Professional Development, Intercultural Engagement, and Student Health Services. Contact your Event Consultant for help adding digital signage in campus spaces.

How to I order supplies and/or food for my program?

Use the Purchase Request form on Spartan Connect to order any student organization supplies. Use the Catering Request form on Spartan Connect if you would like to order food for your event. These forms must be completed at least two weeks before you need the items/food.

Who can help me through the planning process?

Every student group is assigned a CAP event consultant who offers support in navigating campus policies and procedures related to event planning, purchasing, and more. If you have questions, please reach out to your designated staff member based on the first letter of your group’s name as it is listed in Spartan Connect.

A-M: Stephanie Manasa, smmanasa@uncg.edu

N-Z: Kiley Alexander-Coster, kecoster@uncg.edu

Media Groups (WUAG, The Carolinian, The Coraddi): Meredith Atchison, m_atchis@uncg.edu

CPC & MCG Chapters: Ashley Jones, a_jones@uncg.edu

IFC & NPHC Chapters: Carlos “Justice” Alonso-Hernandez, caalonso@uncg.edu

Non-Social Greek Letter Organizations: Curtis Tarver, cwtarver@uncg.edu

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