

EVENT-PLANNING GUIDE

	Notes	Contact Information
Reservations		
On-Campus Reservations	View space information and availability, and make reservations in Mazevo, or email Campus Reservations. Indicate set-up needs when you place your reservation (<i>i.e. technology podium and projector screen, computer connection needs, microphones, recording, table/chair arrangement, table skirting, etc.</i>) Set-up for events in the UC will be handled by UC staff according to instructions in your reservation; Set-up for events <u>outside the UC</u> will need to be requested from Facilities via a work order request and/or DoTS , depending on needs.	Campus Reservations reservations@uwrf.edu 715-425-3710 Facilities Management facilities@uwrf.edu 715-425-3827 DoTS dots@uwrf.edu 715-425-3687
Off-Campus (<i>Commonly used venues in the River Falls area</i>) St. Croix Valley Business Innovation Center	Meeting rooms available for a fee; On-site catering services by Mindful Fork Catering and MinneBun; Kitchen not available for use	SCVBIC contact@stcroixinnovation.org 715-425-3066 Mindful Fork Catering mindfulforkcatering@gmail.com (715) 760-5120 MinneBun minnebun@gmail.com (612) 889-6149
Junior's Restaurant & Tap House	Reservations accepted; Event hall and on-site catering available for private events	Junior's / Pair-fection Catering 715-425-6630
West Wind Supper Club	Reservations accepted; Event space and on-site catering available for private events	West Wind Supper Club info@thewestwind.com 715-425-8100 River Valley Catering (<i>operated by West Wind</i>) info@rivervalleycatering.com 651-600-6240
River Falls Parks (<i>Glen Park, Hoffman Park and DeSanctis Park/ Glover Station School</i>)	Reservations accepted for a fee; See detailed information on the website.	River Falls Parks & Rec. recassistant@rfcity.org 715-425-0924
Swinging Bridge Brewing Co.	Reserve side room for private parties with \$400 food/beverage minimum; Call or email to inquire.	Swing Bridge Brewing Co. cory@swingingbridgebrewing.com 715-629-1464
Tattersall	Event hall and on-site catering available for private events	Tattersall Info@tattersall-rf.com 534-248-9973

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Catering		
On-Campus	Chartwells catering <u>must</u> be used for University Center events; Any campus spaces outside the UC may use Chartwells, or an off-campus vendor for catering.	Chartwells Catering catering@uwrf.edu 715-425-3698
Off-Campus	See venues above that offer catering	
• Best Maid Cookie Co.	Sells a variety of cookies and bars; Stop in to see what is available: 1147 Benson Street, River Falls, WI 54022	Best Maid Cookie Co. 715-426-2090
• Mariachi Loco	Off-site catering available; Call or email to inquire.	Mariachi Loco mariachiloco1@myyahoo.com 715-425-8335
• Subway	Offers subs, box lunches, catering bundles for take-out; Online ordering available; \$150 food/beverage delivery minimum.	Subway 715-426-2544 (1583 Paulson Rd) 715-425-7522 (201 N. Main St.)
Promotion		
• Campus Calendar (Falcons Connect)	Post to the Falcons Connect campus calendar. Contact deanna.cahoondraus@uwrf.edu for account assistance, or ask UMC to post the event for you: https://students.uwrf.edu/umc	University Marketing & Communications 715-425-3771 Fast Copy fastcopy@uwrf.edu 715-425-3325
• Submit to Falcon Today	If the notice you wish to publicize in Falcon Today is an event, please first add it to the Falcons Connect campus calendar; Once your event has been submitted to the calendar, you may submit to Falcon Today.	
• Press Release	Send event information for press release by clicking on "Request Services" on the UMC webpage.	
• Campus Monitors (digital signage)	Request digital ad design for display on campus monitors: https://students.uwrf.edu/umc Submit digital ad for posting on campus monitors: https://students.uwrf.edu/umc	
• Posters, Ads and Postcards	Request design of promotional and/or mailing materials (i.e. postcards) by clicking on "Request Services": https://students.uwrf.edu/umc Fast Copy printing: https://students.uwrf.edu/fastcopy	
• Request an Alumni Mailing List	Submit an "Information Request Form" on the University Advancement/Foundation webpage; Please allow up to 10 business days for fulfillment of your request.	University Advancement / Foundation, Kjisa Munsen kjisa.munsen@uwrf.edu 715-425-3964
• Postal Services	See mailing options and instructions for bulk-mailing on the Postal Services webpage.	Postal Services postalservices@uwrf.edu 715-425-3570
Purchasing and Expenses		

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For assistance in making event-related purchases, payment of invoices post-event, and reconciling expenses, contact your department's Group Processor.		Jamie Mills , 4508 Jenny Hansen , 4227 Kelly Duff-Bowers , 4143
Expense Reimbursement	Submit an e-reimbursement; Find how-to videos, guides and more. For questions on how to complete an ER, contact the UW Travel Office; For questions on already-submitted ERs, contact Central Audit.	UW Travel Office uwstraveloffice@wisconsin.edu Central Audit serviceoperations@uwss.wisconsin.edu

For assistance with guest contracts, guest payments and reimbursements, guest travel and visit arrangements, and related guest events, please contact:

CAS Guest Contracts Coordinator, Katie Possehl

kathryn.possehl@uwrf.edu

715-425-3968

For assistance with promotion of CAS department events engaging the larger campus community and/or external audiences, please contact:

CAS Messaging and Content Coordinator (*Currently Vacant*)

For assistance in planning CAS department events engaging prospective students, alumni, the greater community, and others outside of the university, please contact:

CAS Engagement Coordinator, Lynn Lasee

lynn.lasee@uwrf.edu

715-425-4482