

STUDENT UNION PRIORITY ACCESS REQUEST

The purpose of this form is to request space for activities, programs or events that you believe warrant special consideration for priority access to the reservations process in the Student Union. Please do not ask for space that is not under the jurisdiction of the Student Union which only includes the Student Union facility and surrounding outdoor areas.

The answers you provide will give the Policy Council Review Committee the information they need to score your request using the enclosed criteria. Please complete this form to the best of your ability. You may use additional pages to complete the answers to questions 1 through 8. Please use a separate form for each program/event. **All forms must be returned to the Event Services Office, Room 106K in the Student Union.**

Name of the Program/Event: _____

Sponsoring Organization/Department: _____

Individual Completing Application: _____

E-mail: _____ Phone: _____

Room/Space requested: _____

Date/Month requested: _____

Time Start: _____ Time End: _____

Alternative Room/Date/Time: _____

Will this be a catered event? Y N

Please describe this program or event: _____

(OVER)

1. How does this program or event benefit the University of Connecticut community?

2. Who is your target audience? Who is invited to attend this event?

3. Is this a first time event? Does this event have any tradition?

4. How many people are you expecting to attend?

5. What is the cost to attend this event?

6. What are the consequences of being denied priority access to space? What are the consequences to having your event at an alternate date/time/ location?

7. What equipment/resources will you need for this event?

8. What is your proposed advertising method?

Description of Criteria and Scoring Information

1. How does this benefit the University of Connecticut community? (20 points)
Please be specific on how this event or program will improve and enhance the quality of the University of Connecticut community. How does this program serve the mission of the institution?
2. Who is your target audience? Who is invited to attend this event? (15 points)
Is this event opened to the public? Is it restricted to the UConn community? Is it a closed event meaning only a segment of the UConn population is invited? Is it necessary to RSVP? Please elaborate on the details of who is able to attend your event.
3. Is this a first time event? Does this event have any tradition? (10 points)
Does this event have any tradition to it? If it is a first time event, do you anticipate having it become a tradition or only be a one-time activity?
4. How many people are you expecting to attend? (15 points)
Please look at the space limitations for rooms or areas you are requesting. The goal is to maximize available space to its fullest potential. Please guesstimate a thoughtful number of how many people you expect to attend this event.
5. What is the cost to attend this event? (10 points)
Is there a cost to attend this event; if so—what is the cost? Does the cost offset event related expenses such as meals, entertainment, etc. Is this a fundraising event for your organization or department?
6. What are the consequences of being denied priority access to space? What are the consequences to having your event at an alternate date/time/location? (15 points)
If you are not granted priority access, what will the consequence be for your organization and UConn? Is it alright if your event is held at an alternative time? How flexible are the parameters of this program?
7. What equipment/resources will you need for this event? (5 points)
Please indicate what kind of resource support this program will require. This could include staging, lighting, tables, chairs, sound, internet access, etc.
8. What is your proposed advertising method? (10 points)
How will you go about advertising your event? What methods will you use (television, newspaper, word-of-mouth)? How much advertising will you do?

(SEE REVERSE FOR TIMELINE)

**University of Connecticut Student Union
Request for Space Process 2010-2011 Timeline**

Date	Activity
11/16/09	Information Packets mailed to all departments and student organizations with current priority access.
12/11/09	Deadline to submit priority access applications for review
1/29/10	Decisions mailed to all sponsors. Approved events put into the EMS reservation system
3/29/10	Requests for meeting and event space by recognized student organizations accepted.
4/30/10	Reservations open for 2010-2011