

**How to Set-up an Event
Staff Meeting
March 18, 2009**

Request a Room

- “My Cui” → Request an Event
- Create an Express Request
- Submit Information
 - Indicate whether setup or catering needs are wanted for the event.
- Receive and save the confirmation

Request Catering Services from Bon Appétit

- Fileserve1 → Public → CUI Employee Documents → Bon Appétit Catering Related → Catering Request form sheet
- Fill out the form
 - Account Number
 - Purchase Order (If over \$250)
 - Event Number
- Send request to Kevin Callahan at Kevin.callahan@cafebonappetit.com and Cecilia Wong at cwong@cafebonappetit.com
- Bon Appétit will send a confirmation email back.

Request Set-up from Aramark

- Email Facility.Services@cui.edu
- Include the following information in the email
 - The Event Name
 - Start and end date of the event (include pre-access and post-access time)
 - A contact name and number
 - The date and time you want the event to be set-up by
 - The event number
 - Banner Account Code (if overtime is used by Aramark)
 - Specific event set-up information (How many tables/chairs needed)

Important Information to Know

- For a sound technician in the CU Center contact the Music Department by email at Music@cui.edu
- For setup, include 2 extra tables if the event needs catering services.
- Inventory is LIMITED. Please give 1 week lead time for any setup needs.
- Make sure the set-up is appropriate to life safety code requirements.