

Facility Services

Academic & Administrative Building Events

Facility Services does not provide event planning services, however Facility Services is here to assist in making all Campus Events a success. When planning a department sponsored event or conference on campus in an Academic and/or Administrative building the [Facility Services checklist](#) is a great tool to determine what work requests and other campus support is needed.

Campus Sponsored Events

Requests for a UW-Stevens Point sponsored event must come from an individual that is either:

- An official member of the recognized student organization officers listed on the SIEO Student Organization Database
- A paid staff person from a UW-Stevens Point Department.

The Student Organization or a UW-Stevens Point Department sponsoring the event is responsible for planning, implementing, attending and financing the event.

Important Note: All non-department sponsored events should work directly with Campus Conference & Reservations.

EMS

EMS is managed by University Centers, Campus Reservations and is a tool used **ONLY** to request and reserve rooms/spaces in Academic & Administrative Buildings. To reserve rooms/space please click on the link, <http://campusreservations.uwsp.edu/>

Work Requests

Please submit a [work request](#) for all your Facility Services needs for the conference or event that is being sponsored by your department. All event details need to be included in the work order request and diagrams sent to the Facility.Services.Office@uwsp.edu. Examples of services, but not limited to that may be requested through a work order are:

Support Staff Services - custodial, electrical, heating and cooling
Equipment/Supply Services - tables, chairs, recycling bins

Event Diagrams

All diagrams for the set-up of each event must be accurate prior to sending the initial work request and is based on the expected attendance for the event. Please submit the diagrams to Facility.Services.Office@uwsp.edu

Changes or Additions to Original Work Request

We recognize the need for event planners to make changes as event plans evolve. In order to accommodate these changes and ensure services are accurately delivered, additions or planning changes must be summarized and sent by e-mail to Facility.Services.Office@uwsp.edu within 10 working days before the event. In all cases, the requestor should reference the original work order number(s).

Request Timeframe Requirements

Please submit your work request no less than 30 calendar days prior to the event. Any additions or planning changes should be made via email within 10 working days before the event.

Event Staffing

While event planners may request specific set-up times, only Facility Services supervisors will designate set-up periods based on availability and operational necessity. Due to the fact that Facility Services does not have staff routinely scheduled on the holidays/weekends, it is essential that Work Orders are submitted to ensure that Facility Services staff can support the department sponsored event effectively. Staffing will be assigned for each event for which Facility Services is requested or required. Additional staff may be assigned at the discretion of the Facility Services supervisor to ensure proper safety and timely completion of requested tasks as well as to conform to University policy.

Event Charges

See [Facility Services Campus Event Charges](#)