



# Events and Outings Reference Guide

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## Overview

When organizing an event or outing, Financial Operations has a set of policies and best practices to follow to ensure compliance and event success. The below guidelines give an overview of items to consider, departments to contact, and steps to be taken during the planning process.

## Guidelines:

- Reservations (such as T-Times)
  - Gather quotes for reservation costs
  - Submit a Purchase Requisition Form through [Shop UW+](#) to obtain approval.
- Prizes Awards and Gifts
  - If planning to give item(s) of value, such as, Prizes, Awards, or Gifts, you will need approval prior to purchasing the item(s).
  - Gather estimates or quotes from the vendor
  - Complete the [Prizes, Awards, and Gifts eform](#)
  - Policy: [UW System Administrative Policy 33: Prizes, Awards, and Gifts](#)
- Raffles
  - UW– Stevens Point is licensed by the State of Wisconsin – Department of Administration Division of Gaming to sell raffle tickets and hold raffle events only in the State of Wisconsin.
  - To conduct a raffle at an event, review the [Raffle License Procedures](#)
  - Submit a [request](#) to use the UWSP Raffle License
  - Failure to follow the Raffle Policy and submit appropriate documentation at the conclusion of your raffle may result in suspension of using the UWSP Raffle license in the future.
- Catering and Food
  - On Campus Events:
    - Sanctioning for food events is bound by [UW System Administrative Policy 435: Headquarter City & UW System Sponsored Events Policy](#)
    - UW-Stevens Point University Dining [On Point Catering](#) has right of first refusal for events held on campus.
    - Departments can seek other food options only after receiving a waiver from University Dining a minimum of five (5) business days prior to the event.
  - Off Campus Events:
    - Gather quotes from vendors
    - Submit a Purchase Requisition Form through [Shop UW+](#) to obtain approval
      - ShopUW+ requests must include a [Food Expense Approval and Payment Form](#)
- Advertising/Marketing for Event
  - All printed materials relating to the event must be purchased through [Point Print and Design Studio.](#)

- If Point Print and Design Studio are unable to meet the need for the event, request a waiver from Point Print Design Studio to use an outside vendor.