



University of Colorado **Anschutz Medical Campus**

Happy to Help Navigating Campus Event Planning with CU Anschutz Event Services

January 22, 2025



Agenda

- Our Responsibilities
- Planning Resources Overview
 - Events Website
 - Teams Resource Group
 - EMS – Room Scheduling & Resource Requests
 - Event Support Contacts
 - Determining Event Costs
- Event-Related Policies
- Questions





Our Responsibilities

Signature Event Coordination

Block Party

Commencement

Chancellor Events

University Calendar

Permissions & Administration

Posting Best Practices

Policies & FAQ's

Event Services

Consultation Services & Resources

Campus Services Support

Event Space Scheduling



Resources

cuanschutz.edu/events/plan-an-event/



Campus Event Planning
Resource Documents



Consultation Services



Event Planner Resource
Group



EMS Support





Event Planning Resources

- Large venue capacity chart
- Floor plans
- Planning checklists
 - Complex
 - “Standard”
 - Meetings

LARGE VENUES CAPACITY QUICK SHEET

Meeting Room	Size	Sq Ft.	Ceiling Height	Reception	Theatre Style	Classroom Seating (2 per)	Banquet 6' Rounds Seating (8 per)	Half Rounds (6 per)	Hollow Square Seating	U-Shape Seating
Elliman Conference Center (P12-2010/2011)	83'x 51'	4,233'	14' 2"	425	300	120	200	150	Not Recommended	Not Recommended
Setup Notes: Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. Foyer is included in the rental of this space. 2 built in sets of trash and recycle cans. Small catering kitchen nearby. Access to RC2 loading dock via freight elevator. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes. AV Tips: AV staffing recommended for events with more than 1 presenter.										
West Conference Center (P12-2010)	56'x51'	2,856'	14' 2"	295	214	90	112	84	40	32
Setup Notes: Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. Must request divider wall installation. Additional labor charges may apply. 1 built in set of trash and recycle cans. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes. AV Tips: Podium w/computer are not automatically setup. Under AV services, Technical Assist and Setup is required. In notes, please request podium setup.										
East Conference Center (P12-2011)	51' x 27'	1377'	14' 2"	130	104	48	56	42	32	24
Setup Notes: Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. Must request divider wall installation. Additional labor charges may apply. 1 built in set of trash and recycle cans. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes. AV Tips: Podium w/computer are not automatically setup. Under AV services, Technical Assist and Setup is required. In notes, please request podium setup.										
2002 Breakout Room (P12-2002)	32'x28'	896'	14'-11"		48	24	32	24	20	18
Setup Notes: Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes. AV Tips: Room is not a hybrid space. Under AV services in EMS, videoconferencing equipment must be reserved for a cost. No in room audio reinforcement due to size.										
2004 Breakout Room (P12-2004)	27'x42'	1134'	14'-11" Pendant light: 9'-7"		78	36	40	30	28	20
Setup Notes: Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes. AV Tips: No in room audio reinforcement due to size.										
2007 Breakout Room (P12-2007)	25'x40'	1000'	14'-11" Pendant light: 9'-7"		75	36	40	30	28	20
Setup Notes: Labor charges may apply. Setup services required, no default setup. AHSB tables and chairs are complimentary. To ensure the classroom table outlets are connected to power for your activity, please indicate the need for power in your room configuration notes. AV Tips: Room is not a hybrid space. Under AV services in EMS, videoconferencing equipment must be reserved for a cost. No in room audio reinforcement due to size.										

*Find additional, up-to-date room images, diagrams, included furniture and A/V features of rooms online in the EMS WebApp.



Campus Event Organizers Meetings

- Teams Site with library of resources
- Venue tours (on & off campus)
- Tasting events
- Regular Meetings (Zoom)
 - EMS How-To
 - Support Service Featured Trainings
 - Policy Review
 - Campus Updates
 - All sessions are recorded

Join Us!





EMS – Reservation System & Resource Requests

schedule.ucdenver.edu/EmsWebApp

HOME

CREATE A RESERVATION

MY EVENTS

BROWSE

EVENTS

LOCATIONS

PEOPLE

LINKS

CU Anschutz Street and Parking Lot
Closure Request

SITE HOME

MY HOME

EMS: for requesting rooms and resources

Get help

News & trainings

CU Anschutz news

- **All COVID campus procedures must be followed. Please visit the [campus coronavirus website](#) for more information about campus protocols and to review any activity restrictions.**
- **CU Anschutz event service charges are effective July 1, 2023. Please visit the [plan an event website](#) to learn the details of the new charges.**
- **The Benson Atrium in the Anschutz Health Sciences**

EMS help guides

- [EMS Web App user's guide](#)
- [EMS Web App FAQs](#)
- [Combine Multiple Room Reservations](#)
- [Invite Attendees \(Department Conference Rooms Only\)](#)
- [Quick Guide: EMS Room Reservations](#)
- [Quick Guide: EMS Add Services](#)
- [Quick Guide: EMS Virtual Only Videoconferences and Webinars](#)
- [Quick Guide: EMS Reservation Summary and Service](#)



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Educational Toolbox Series



What's included in the room/what does it look like?

about P15-2100/3/5 - Krugman Conf. Hall (Trivisible) ×

ROOM DETAILS SETUP TYPES FEATURES **IMAGES** AVAILABILITY

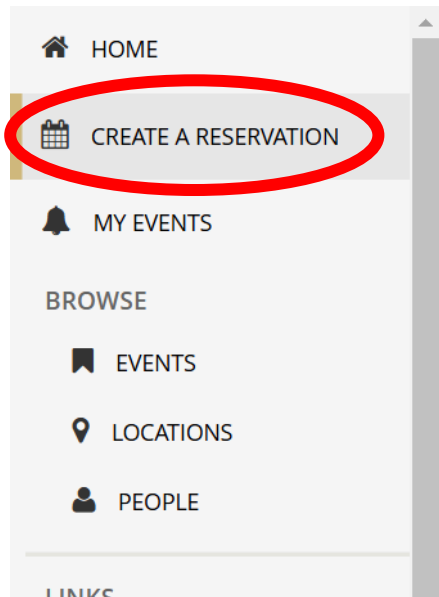
P15-210...

[View All Building & Room Details](#) [Close](#)



EMS – Reservation System & Resource Requests

schedule.ucdenver.edu/EmsWebApp



My Reservation Templates

CU Anschutz - Classrooms

[book now](#) [about](#)

CU Anschutz - Common Conference Spaces

[book now](#) [about](#)

CU Anschutz - Department Conference Rooms

[book now](#) [about](#)

CU Anschutz Health & Wellness Center Rooms

[book now](#) [about](#)

CU Anschutz Strauss Health Sciences Library Rooms

[book now](#) [about](#)



Who do I call?

Using the EMS Web App

OIT-SchedulingServices@cuanschutz.edu

Events and Large Venue Spaces- Events@cuanschutz.edu

Facilities Services

Housekeeping, Parking, Furniture Setup, Traffic, Police, Electronic Access

Dispatch@cuanschutz.edu; 303-724-1777

EventSetup@cuanschutz.edu - Setup

CUParking@cuanschutz.edu - Parking

Security.Badging.Office@ucdenver.edu - Access

303-724-4444 - **CU Police Non-Emergency**

AV Classroom & Event Support

AV equipment/support, Videoconferences, Webinars

AVEvents@cuanschutz.edu; 303-724-4357



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Reservation Summary

◀ My Events

RESERVATION DETAILS		ADDITIONAL INFORMATION	ATTACHMENTS
Edit Reservation Details			
Event Name			
Event Type	Outside Agency		
Group	CUA-CSA-Chancellor's Office Adm Events		
1st Contact Name	Kelly Mason		
Phone	303.345.6100		

Reservation Tasks

- Add Services
- Cancel Services
- Booking Tools
- ✕ Cancel Reservation
- View Reservation Summary**
- View Service Availability
- Send Invitation
- 📅 Add to My Calendar



Reservation Summary

University of Colorado - Anschutz Medical Campus
OIT Scheduling Services - Campus Box F408
13120 E 19th Ave
Aurora CO 80045
OIT-SchedulingServices@cuanschutz.edu

THIS IS NOT A CONFIRMATION- Rooms you have Requested

Group	Reservation 644950
Kelly Mason CUA-CSA-Chancellor's Office Adm Events 13001 E. 17th Pl. Rm. # EG 303-2 CB - F565 Aurora, CO 80045 USA	Event Name: ' Phone: 303-315-0403 Email Address kelly.mason@cuanschutz.edu

bookings	Quantity	Price	Amount
This is a list of the room(s) you have requested.			
Saturday, October 5, 2024			
12:00 PM - 10:00 PM Conference for 100 Room Charge: (\$1525.00 per Full Day) Additional Charges: External Event Service Charge - Weekends	AHSB P12-1200 Marcy and Bruce Benson Atrium	1	\$1525.00
		1	\$1300.00
12:00 PM - 10:00 PM Reserved: 11:00 AM - 11:00 PM Room Charge: (\$1000.00 per Full Day) CU Anschutz AV Equipment: AV Staffing - After Hours(5 hours @ \$65.00/hr) 3:30-6:30pm event time. Microphone - Hand-held Wireless(\$30.00 per Full Day) Less 100.00% Discount 4 for panelists & moderator, 2 Q&A Need audio output for third party videographer Sound System - Portable(\$200.00 per Full Day) PA in foyer for music. Needs laptop for music selection.	AHSB P12-2010/2011 Donald M. Elliman Conference Center	1	\$1000.00
		1	\$325.00
		6	\$30.00
			-\$180.00
		1	\$200.00



How Much Will My Event Cost?

- **Event Services Charges** – Anything outside of 6am-6pm M-F
- **Campus Event Support Services** – As requested
 - Audio-visual, webinars, setup, parking, police, housekeeping
- **Catering** – Variable depending on your activity

Event-Related Policies

- External Entities
- Minors on Campus & Child Protection Policy
- Alcohol Policy
- Flier Posting Guidelines
- Access Control
- Food Trucks
- Photography, Filming & Drones
- Patios, Balconies, Decks
- Animals on Campus
- Fire & Safety – Candle Use, Grills
- Tents & Tent-Type Structures
- Scheduling Timelines & Facilities Use
- Political/Media Presence



Facilities Use by External Entities

Campus Administrative Policy 3036A

- Use of university facilities by external associations, societies, and organizations is **extremely** limited, regardless of relationship with entity
- Rare exceptions- Compelling reason why it **must** take place on campus
 - Application process in place for internal co-sponsors
- If approved, Facilities Use contract and certificate of insurance **required**
 - Room rental and service fees apply
 - Internal co-sponsor must be on site for full duration of event
- Off-campus venues should be utilized – campus tours can be conducted



Facilities Use by External Entities

Campus Administrative Policy 3036A

- **What is external?**
 - Who is the host? Who initiated the request?
 - Previous locations event has been held?
 - Who are the partners/sponsors?
 - Registration & Payment Method
 - Promotion
 - Attendees
- **Unsure?** – Email us at events@cuanschutz.edu. We're happy to help!



Minors on Campus & Child Protection Policy 3001

- Do's & Don'ts – Appendix A
- Background Checks
- Sponsoring unit- Complete Appendix B – Notice of Program with Participation of Children





Events with Alcohol

Campus Administrative Policy 3050

- Private event – invitation only, list of guests at check-in, event cannot be advertised as open to the public, no charge for alcohol to guests
- Defined private event boundary – uninvited folks can't walk through your event area
- Method to control consumption – tickets, wristbands, etc.
- TIPS Certified Bartenders
- Event with Alcohol Authorization Form – If university funds are being used for any portion of the event



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Questions?