

Take A Stand

Event Planning Guide

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Take a Stand

No matter what you stand for, the Bachelor of Innovation provides the safe environment needed to stand for whatever you believe in. The BI Degree was designed for “students who want to make an impact, who are destined to change their world, and add value to society.” It's up to you to lead the way.

“It's Different Here”

About _____:

brief description about the keynote

This brief description about the keynote will not only ensure the entire team knows who the keynote is but also why they are legitimate for the event. It introduces who and why this event is so important.

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Event Location

The University Center's Event Services office coordinates departmental and contracted use of meeting and event space for UCCS and provide many additional services. Below we have listed the on campus contacts for you to reach during the planning process. While there are many coordinators you are able to meet with, the team recommends Lila Hajar because she has planned Bachelor of Innovation events before. She is also aware that the BI is planning to host an event in the fall of 2019.

Event Services Contacts:

- Megann Murphy
Associate Director for Event Services:
719-255-3471
mmurphy2@uccs.edu
- Lila Hajar
Event Coordinator
719-255-4209
lhajar@uccs.edu
- Hannah Seibert
Event Coordinator
719-255-4210
hseibert@uccs.edu
- Julie Weller
Event Coordinator
719-255-3892
jweller@uccs.edu

Finding and booking the location should be the first priority as locations are booked very quickly on campus. The locations listed below are those that are equipped for the type of event we plan for the next team to host. This should be a large scale and formal event with food provided. Because the theme of the event is so large and can reach a vast audience, we want to cater this event toward the entire campus and any other individuals in the community that would benefit from this event. We plan for you to invite 300+ people. These individuals should include:

- All BI faculty
 - Dr. Stiles: Email: cstiles@uccs.edu ; Phone: (719) 330-0353
 - Dr. Kwitek
 - Professor Lippert
 - Dr. Lewis: Email: rlewis@eas.uccs.edu ; Phone: (719) 255-3149
 - Dr. Harmon: Email: charmon2@uccs.edu ; Phone: (719) 255-4902
 - Dr. Boulton: Email: tboulton@vast.uccs.edu ; Phone: (719) 255-3510
 - Dr. Stock: Email: gstock@uccs.edu ; Phone: (719) 255-3359
 - Dr. Chamillard: Email: chamillard@cs.uccs.edu ; Phone: (719) 255-3150
 - Professor Wortman: Email: dwortman@uccs.edu
 - Professor Chassels
 - Dr. Robertson
- BI students
- Chancellor, Venkat Reddy: Email: chancellor@uccs.edu

- The dean of students, Steve Linhart: Email: slinhart@uccs.edu ; 719-255-3838
- Other professors on campus
- The mayor of Colorado Springs: John Suthers
- Any others in the community the team sees fit

Pertaining to the Keynote chosen and the type of event you wish to have, there are many choices of on campus locations to hold the event. The three largest and most versatile spaces are listed below. Please contact any of the above event coordinators to set up a space that is available for the time allotted by the keynote. This is your first priority as event locations are reserved quickly.

Prices for these locations vary pertaining to guest count and other services provided. The above contacts will help clarify these specifics. The event should be coordinated through Eventbrite so you will know how many RSVP'd and paid for the event. Include the link to this on the flyer/invitation template in Appendix D.



Berger Hall

A multipurpose banquet hall featuring dynamic installed sound system and spacious accommodations.



Gallogly Events Center

Home of the Mountain Lions, the "GEC" hosts all large events including, indoor athletic contests, concerts, community meetings, nationally recognized speakers, and competitions.



ENT Center for the Arts

The ENT Center has many auditoriums fit for many types of events.

Catering

On campus contact:

Aly Ashburn
Catering Coordinator
719-255-3671
aashburn@uccs.edu

UCCS Catering Procedures

Choosing the dinner service provided will be the next step in the planning process. Above is the catering coordinator for UCCS Events Services.

UCCS Dining and Hospitality Services Catering has posted an online menu with reduced rates for the campus. This Menu is also located in Appendix A. We have only included the plated menu as this should be a formal event and plated events are much more intimate.

Below we have included the guidelines and associated prices for certain required items. This includes linens and decorations, alcohol service guidelines (authorization form in Appendix B) food service guidelines, and what happens in the case of cancellations.

Cocktail Reception and Passed Hors D'Oeuvres:

- a. A cocktail reception is often designed as a “flow through event” as your guests arrive. These can be stationed and/or passed. We recommend having a cocktail hour to allow the guests to arrive since this event is planned for such a large audience.

Seated Dinner:

- a. There is nothing quite like a well-executed dinner service. Meant to reflect the type of dinner service you'd receive in a 5-star restaurant, a seated dinner allows for intimate contact between guests while sharing a meal. For this kind of service, we recommend 1 server for every 10-12 guests. For dedicated wine service, we recommend 1 bartender/wine steward for each 30-40 seated guests
- b. DHS Catering does not add an industry standard service charge or gratuity to campus affiliated events. Because this is a plated event, any dietary concerns and restrictions should be identified and communicated to your UCCS event planner at the beginning of the booking process. These concerns should only pertain to the keynote and other major stakeholders of the event such as BI faculty.

Alcohol:

An open beer and wine bar should be available for this event.

Please refer to UCCS Policy 100-003: <http://www.uccs.edu/Documents/vcaf/policies/100-003Alcohol2013.pdf>

Alcoholic Beverage Authorization Form (Appendix B): Must be completed and submitted at least two (2) weeks prior to the event. Alcoholic beverage service will not occur at any event without this form being signed.

General Information:

- a. Alcohol may not be served unless non-alcoholic beverages (in addition to water) and food also are served. Food and non-alcoholic beverages must be available in sufficient quantities:
 - i. A meal offered in a seated or buffet style, or
 - ii. A reception including substantial protein based hors d'oeuvres, snacks, and finger foods, or
 - iii. Last call will be a half hour prior to removal of food from the event and will be noted on your Banquet Event Order.
- b. Any event with alcohol service may require at least one dedicated UCCS police officer or security guard, the final amount and type to be determined by and be at the sole discretion of UCCS Police. The event host is responsible for labor cost per officer/security guard of \$45 per hour.
- c. Service of Alcohol on Licensed Premises: The University Center, Gallogly Events Center, Dwire Hall 1st and 2nd floors, Ent Center for the Arts, and University Center Upper Plaza are licensed for the sale of alcohol.

Tastings:

We recommend scheduling a tasting of the menu items to decide which ones you would like to be served to guests. Below are the specifications pertaining to this tasting. Work with the event coordinator to schedule this.

- a. A complimentary tasting sample may be provided at Dining and Hospitality Services' discretion for the following types of events/menus
 - i. Events hosting more than 125 guests
 - ii. Plated or custom menus
- b. Tastings must be arranged and occur 30 days prior to the event.
- c. The complimentary tasting is for two people. The additional fee for more than two people is \$15 per person. This is if you would like the whole team to attend the tasting.

Ordering Guidelines:

- a. Hors d'oeuvres
 - i. With Dinner: 4-8 hors d'oeuvres per guest, 2-3 drinks per guest

b. Beverage

i. Estimate 15 people per gallon

c. Any on site additions to your confirmed order is at the discretion of the event staff and may not be able to be accommodated.

General Information:

a. UCCS Catering may limit services during peak times in order to maintain high levels of service to all parties.

b. Menu prices are subject to change.

c. All catering menus and pricing are guaranteed from the point the catering order is confirmed and for contracted events, when the catering deposit is received.

d. The total quoted for your specific event will not change unless you make adjustments to the original event plan, food, and/or services within 30 days of your event. This does not include making changes to your final guest count.

e. To ensure appropriate service preparation, all changes referring to the menu, guest count and event arrangements must be finalized three (3) business days prior to your event (the event day is not included in the calculation).

f. Any decrease in the number of guests made after the guarantee deadline will not reduce the quoted cost of the event. If the number of guests exceeds the guarantee, the client will be charged for the actual number attending. If a final guarantee is not submitted, the original contracted guest count will be used for billing purposes.

g. All menu prices are based on a single drop-off and breakdown. A replenishment fee of \$25 will be charged for each occurrence to cover transportation and labor costs. The charge is in addition to the cost of any additional food or beverage requested. This service will be provided whenever it does not interfere with other scheduled events.

Cancellations:

a. Events or menu items cancelled or changed after booking may be subject to charges based on what cannot be absorbed into ordinary production.

b. cancellations must be received 5 business days in advance.

Weather-Related:

a. On days with extreme weather conditions that may result in campus closures, catering or event staff will contact you with a deadline cancellation time.

b. UCCS Catering reserves the right to modify service.

c. Orders cancelled within the designated time frame will incur no charges (deposits will be refunded or held for a future event).

d. Events cancelled due to extreme inclement weather resulting in an official University closure will not incur any fees.

a. For events cancelled due to inclement weather without an official University closing, the customer will be responsible for any special orders and costs that cannot be absorbed into normal production.

Deposit:

No deposit is required for non-contracted events, as long as a speed type has been provided to your event coordinator when placing the order.

Payment:

For non-contracted events, please provide your speed type prior to your event date. Your speed type will be charged no later than 10 days after your event is complete.

Event Setup

Event setup including linens, napkins, and centerpieces are done through the same event coordinator in which you booked the space. Below are the guidelines for setup. We suggest keeping the linens as standard black. Please talk with your coordinator to see the options for centerpieces and napkin colors. We also suggest using table numbers as well given that this will be a plated dinner service.

Linens:

- a. Event service standard is to include black tablecloths for all food and beverage tables. Linens for guest tables are included with plated meals. Additional linens are available upon request for an additional fee.
- b. Linen colors, other than black and white, may be available for an additional fee, and are handled as special orders. Special orders need to be placed at least four weeks in advance. Please discuss this option with your UCCS event planner.

Decorations:

- a. Centerpieces, chair covers, table stanchions and numbers, and floral arrangements can also be added to enhance your event.
- b. All personal decorative items must be taken down immediately following your event.
- c. Any floral arrangements you have paid for are yours to keep.
- d. Floral arrangements and other décor may be ordered on your own or through your UCCS event planner. A 15% service fee will be added to the cost of all floral and decorative arrangements/rentals ordered through your event planner.
- e. No glitter, confetti, or other small decorations are permitted in any space.

All other equipment including, lighting, video, and audio are coordinated through the below contacts.

On campus contacts:

- Bradley Plesz
Program Manager for Event Production
719-255-3101
bplesz@uccs.edu
- Mia Pino
Event Production Professional
719-255-3103
mpino@uccs.edu

Audio Visual

Please speak with Bradley to coordinate power point/video screens and in which location this would be best. Depending on the space you choose to host the event, you may not have a choice where this will be located. However, if you do choose Gallogly, you will be able to discuss what side of the room you would like to be the center with the screen for any visuals used by the keynote or others. Bradley will also be able to coordinate sound such as music played throughout cocktail hour. Also, Bradley has a BI monogram GOBO which is a light that shines on the ground and/or wall with the BI logo. He is happy to allow the BI to use this for future events. Please ask him about this.

Customer Responsibilities

- Groups or individuals sponsoring an event are responsible for the actions of all participants. Willful violation or negligence of this understanding by the group or individual may result in the loss of scheduling privileges.
- University Center equipment (tables, chairs, AV, etc.) is a student fee funded purchase and is therefore restricted to use within the University.
- A representative of the group must remain on site until the event is completed and all participants and/or outside vendors or performers have left the premises. Customers are responsible for removing all equipment, decorations, and other equipment at the conclusion of the event, otherwise clean up fees may apply.

Event Setup and Arrangement Requests

- New Requests - Please be sure to designate a single contact for coordinating event reservations, especially with planning committees. We ask that all event requests and arrangements be submitted at least one week ahead of your scheduled event and no less than 72 hours in advance of your event. Any changes to the initial reservation must be authorized and confirmed by the University Center Scheduling Coordinator.
- Storage - At its discretion, the University may agree to store a limited number of boxes and materials delivered within twenty-four (24) hours prior to the program/event. Due to space constraints, the University cannot store materials delivered more than 24 hours in advance. The University accepts no responsibility for safeguarding these materials. These materials may include the favors you purchase and any other personal decorations the team may purchase. This may include favors and T-shirts given out at the event. An example T-shirt is located in Appendix C.

Security

The University reserves the right at all times to control all licensed facilities, resources, and to enforce all applicable laws, rules and regulations. Duly authorized representatives of the University may enter licensed premises for maintenance emergencies, safety concerns, or if illegal activity is suspected. Doors cannot be locked for any reason. The University will maintain the right to determine and require the appropriate event security for any event held on our premises.

Because there will be a high profile keynote on campus, it is crucial to have security for these individuals at the event. Some may have their own personal bodyguards readily available; however, it should be considered to have another layer of security. You can contact on campus security through public safety/university police or consider hiring an external security source. Please talk with the professors and event coordinator to figure out which option is best pertaining to the keynote and level of security necessary.

Campus Security Contacts:

- Public Safety
719-255-3288
police@uccs.edu
- University Police
719-255-3111
police@uccs.edu

External Security Contacts:

These Security services are top recommended services in Colorado Springs

- Baker and King Security Services
719-358-1458
- Vigilant Tiger Security
719-313-2950

Parking

Due to current parking restrictions we are typically unable to accommodate any off-campus event attendees Monday-Friday between the hours of 8am and 5pm. Please work with you event planner in the event services office to see if there are any alternative options for parking. This should not be an issue given the even is a dinner and should be hosted in the evening. Make sure to consider how you will be getting the keynote to campus. The keynote should not have to do this on their own. Work with the professors to have transportation ready for the keynote.

Event Marketing

On campus contact:

- Noel Rodriguez
Marketing and Event Coordinator
719-2553099
nrodrigu@uccs.edu
- Holly Murdock
Director of Auxiliary Services Marketing
hmurdock@uccs.edu
719.255.3183
- Jina Fagerburg
Senior Marketing Coordinator
bfagerbu@uccs.edu
719.255.4311
- Christiana Fountain
Marketing Assistant
commode@uccs.edu

Commode Chronicles

Advertising for the event should be placed in the commode chronicles to optimize attendance.

Cost: FREE

Ad Specifications

Dimensions: 2.5" W x 4.5" H or 5.125" W x 1.5" H

Ad Design

You may submit your own ad or request for design assistance from Auxiliary Services Marketing. If you are requesting design assistance, please submit your materials no later than noon on the Wednesday before the submission deadline so we have plenty of time to work with you. The design schedule is tight, so if you do not meet this deadline, you may have to forfeit your Commode Chronicles spot for that issue.

Please note: The Commode Chronicles are about serving the larger campus, so ads need to come from someone in the UCCS community and need to be broad enough to serve the majority of the UCCS student population.

If designing an ad yourself, please see below for a list of [helpful design tips](#) specifically for Commode Chronicles. We cannot accept a submitted ad in a Word document. If you've used Word and the ad is the proper size and resolution, save the document as a pdf before sending over.

Ad Submission

Send your ad to commode@uccs.edu with the following information:

- Contact name - the contact must be affiliated with UCCS (student, staff, faculty)
- Contact email address
- Your final ad OR your design request
- Preference for regular or "box" ad

If requesting design, please also include in your submission email:

- Text as you'd like it to appear in the ad (bullet points or one-two sentences)
- Event name, date, location, time, if applicable
- Contact information for your readers

Please [email all requested information](#) by 12:00 p.m. on the submission deadline.

Helpful Design Tips:

- **Text.** Keep it readable, and remember that more is often less. We recommend no text under 11 pts and a maximum of 20 words on your ad. Lists of dates and times, sponsors, collaborators, etc. are cumbersome and difficult to read and remember.
- **Include a "call to action."** What should people do after seeing your ad? Sign up? Eat? Study? Buy a ticket? Don't make them guess, tell them exactly what you want them to do-make a clear ad that is easy for folks to understand. ·
- **Images.** A picture is worth a thousand words, unless it isn't. If you don't have a good image, go big and bold with the typeface you choose. That will be more clear and impactful than using an unrelated or weak image or (shudders) clipart.
- **URLs.** Short and only if necessary.
- **Contact information.** You must include one method for people to contact you. So think about the best way--website, phone or email? We recommend this to be the Eventbrite link.
- **Department/event title.** Make sure people know who you are. Using a UCCS logo for your department is fine, but it should be readable and doesn't need to include the "University of Colorado Colorado Springs" since this is an internal document. Placing the BI logo on the ad would be beneficial.
- **Typefaces** are a great way to make your ad eye-catching, but the eye is only worth catching if it can read the text. You might use a fun font for the title, but stick to a sans serif font for the rest (Helvetica Neue is the University's preferred font).
- **Color.** Use it! White backgrounds and black text are for papers, not ads-Commode Chronicles ads look great with bold color. Use contrasting colors that allow text to stand out. Avoid colors that will be hard to read when printed, such as black text on a dark blue background.
- **Print a copy of your ad at the final size.** Text should be easily readable from a distance of several feet.
- **CLEAN and SIMPLE** is most effective.

CC Facebook Page

Sometimes, submitted ads will not be printed in the Commode Chronicles due to space limitations. When this occurs, the Auxiliary Services marketing department will individually post the ad on the [UCCS Commode Chronicles Facebook page](#).

For ALL printed ads, a Facebook album will be created for that specific Commode Chronicles volume and each ad will be uploaded into the album for an added social media presence.

SIDEWALK SIGNS

The campus has three wind-resistant sidewalk signs available for use in Auxiliary Services Marketing. The signs are double-sided and loaded on springs on a base that can be filled with water. When filled, the base weighs about 100 pounds, which gives the sign some resistance to wind and weather. In addition, both sides have a sheet of plastic that snaps over the sign/poster fitted in the frame.

The signs are fundamentally reserved for use for the Auxiliaries of the University of Colorado Colorado Springs, but may be available for rent. Please contact [Holly Murdock](#) or [Jina Fagerburg](#) with a request. The flyer template is located in Appendix E. We recommend using this for the sidewalk signs.

Cost: \$25 for rental up to a week, plus the cost of printing the poster.

Payment methods: *Use a campus speedtype to pay for any costs associated with advertising.*

Sidewalk Sign Specifications

- **Dimensions:** 22x28 inches, 2-sided (you can do identical signs on both sides, or different signs for each side).
- **Printing:** You can print at the Copy Center on campus, or choose to tile the printing in Adobe and use multiple sheets of paper taped together to make one sign. The second option is less expensive, but takes more work. Auxiliaries can call on our office to take care of this process.
- **Sign location:** In conjunction with the standards of the University regarding sidewalk signs, signs cannot be used indoors, in traffic round-about, past the date of the event (the signs have to be removed the day after an event), or without the approval of the office.

Ad Design: Requests should be made no later than two weeks before the sign is to appear on campus. Signs are subject to availability.

Tabling: please consider tabling at least two weeks prior to the event in the UC to encourage attendance.

Recommendations

1: Verifying Accuracy of Information:

If this guide is to be used to help plan multiple future events for the BI, the information, especially contacts for event services, need to be checked and updated annually as these positions may change. Preferably, a BI faculty member should be given this responsibility at the beginning of every year. A log of these updates should be kept and signed off on when these changes occur to ensure we are setting up every team for success when planning their event.

2: This section is all about taking care of your speaker and finding out what they need. Please consider and coordinate with keynote:

- Itinerary/Agenda/Plan for the day
- Information on their transportation, their hotel accommodations, greenroom/speaking accommodations, food, etc.
- Contact Information for people they will need to contact. Who they can contact if they need anything for anything else.
- Other considerations for the speaker. Taking them out for dinner, taking them on a hike if that's their thing, and spending time with the client, etc.

3: Madelyn Rodriguez would love to be on this team in the fall. She knows what the current team wants the event to look like and will help reach out to keynotes. She has planned on campus events before for the clubs she is associated with. As team lead, I highly recommend her for the team that will take this on.



UCCS Dining and Hospitality Services
UNIVERSITY OF COLORADO COLORADO SPRINGS

catering**MENU**

Customize your event for a unique dining experience!

(719) 255-3664 | events@uccs.edu | uccs.edu/catering


catering **MENU**

PLATED DINNERS



Our chefs prefer to customize plated meals that incorporate fresh and seasonal ingredients, utilize local and organic sourcing, and are tailored to client tastes. Dinners are priced per person and include salad, entrée, dessert, rolls, coffee, tea and water. Please let us know about any dietary requirements your guests may have in advance. Final pricing includes china and linen for guest tables.

SALADS

Please select one. Dressings are served on the side. Add a second dressing of Ranch or Bleu Cheese to any salad for an additional \$1 per person.

Baby Assorted Green Salad  
Grape Tomatoes, Cucumber, Shaved Carrots, Balsamic Vinaigrette

Baby Arugula Salad  
Shaved Fennel, Berries, Orange, Goat Cheese, Candied Almonds, Honey Buttermilk Dressing



Spinach Salad  
Poached Pears, Bleu Cheese, Lardons, Pickled Shallots, Grain Mustard Vinaigrette

ENTRÉES


Served with chef's choice locally grown seasonal vegetable and side. Please select one or two entrée options.



Herb Marinated Beef Tenderloin  Demi-glace, Tomato Chutney | \$32.95



Balsamic-Braised Flat Iron Steak Horseradish Gremoulata | \$20.95



Pork Loin Medallions   Golden Raisin Mustard and Demi-Glace | \$24.95

Parmesan and Almond-Crusted Chicken Breast
Fig, Fennel, and Goat Cheese with Chicken Demi-Glace | \$27.95

Statler Chicken  Apricot Demi-Glace au Poulet | \$26.95

Bourbon Glazed Salmon   | \$27.95

Seasonal Vegetable Gnocchi   | \$20.95

Roasted Poblano Pepper Stuffed with Potato and Vegetable   Roasted Pepper Sauce | \$21.95

DESSERTS

Choose One: Flourless Chocolate Cake  | Chocolate and Peanut Butter Layered Torte
Seasonal Fruit Tart | Crème Brûlée  | White Chocolate Mousse with Seasonal Fruit Coulis 

ALSO INCLUDED:

Linens for Guest Tables | Rolls with Butter | Coffee | Water and Iced Tea

 Antibiotic Free

 Gluten Free  Vegetarian  Vegan  Marine Stewardship Council Certified

UCCS Dining and Hospitality Services
UNIVERSITY OF COLORADO COLORADO SPRING



HORS D'OEUVRES



Suggested Food and Beverage Appetizer Quantities:
With Dinner: 4-8 pieces per guest, 2-3 drinks per guest
Hors d'oeuvres ONLY: 8-12 pieces per guest, 2-3 drinks per guest

Cold Hors D'oeuvres


(Priced by the dozen - minimum 2 dozen per order)


Tomato Basil Tarts \$12.25 


Assorted Goat Cheese Truffles \$13.25  



Deviled Eggs \$14.00  

Assorted Canapes, Chef's Choice \$14.00

Thyme Fennel Shortbread with Goat Cheese and Poached Figs \$14.00 

Horseradish, Goat Cheese and Beet on Pumpnickel Bites \$14.25 

Prosciutto Gorgonzola and Asparagus Swirls \$15.25 

Petite Fruit Kabab \$16.00  


Roast Beef and Roasted Tomato on Horseradish Puffs \$16.25

Smoked Shrimp Salad on Butter Toast \$16.25


Open-Faced Reuben \$16.25

Mini BLT \$16.25


Salmon Pinwheels \$17.25

Shrimp Cocktail (24cl) \$26.25 

Assorted Finger Sandwiches:

Cucumber and Dill Cream Cheese \$13.25 

Turkey and Pimento Cheese \$16.25

Egg Salad \$16.25 

Cranberry and Herb Chicken Salad \$16.25

Ham Salad \$16.25

Hot Hors D'oeuvres

(Priced by the dozen; minimum 2 dozen per order)

Vegetarian Spring Rolls \$12.50 **V**

Meatballs **GF**

Choose: Thai Sweet Chili, BBQ, or Swedish
\$13.25

Smoked Sausage and Cheddar Puff \$13.25

Samosas served with Chutney \$13.25 **V**

Vegetarian Potstickers \$13.50 **V**

Vegetarian Stuffed Mushrooms \$13.50 **V**

Pork Potstickers \$14.25

French Onion and Gruyère in Petite Bread
Bowl \$15.25

Spanakopita \$16.00 **V**

Coconut Shrimp with Chipotle Pineapple
Dipping Sauce \$16.25

Petite Southwest Eggroll \$16.25 **V**

Assorted Hot Canapes (Chef's choice)
\$16.25

Crunchy Chicken Tenders with BBQ and
Honey Mustard Sauces \$16.50

Beef Yakitori Skewers \$17.25

Andouille Sausage-Stuffed Potatoes
\$17.25 **GF**

Mini Chicken and Waffles \$18.25

Bleu Cheese Quesadilla with Chimichurri
Flank Steak \$20.00

Assorted Quiche \$20.50

Bacon Wrapped Scallops with Apricot
Glaze \$35.00 **GF**

Chicken Satay with Sweet Chili and
Peanut Dipping Sauce \$35.00

catering **MENU**

DESSERTS



Assorted Cookies - \$8.25 per dozen


**Substitute Gluten Free for \$10.75 per dozen*


Brownies - \$13.95 per dozen **Substitute Gluten Free*


Lemon Bars - \$11.95 per dozen

Assorted Dessert Bars - \$15.95 per dozen (Chef's choice)


Chocolate Covered Strawberries - \$16.95 per dozen  

Cheesecake Balls - \$21.25 per dozen 

Chocolate Truffles - \$16.95 per dozen 

Assorted Truffles - \$20.00 per dozen 

Raspberry Crisp Bars - \$14.50 per dozen

Gluten-Free Blondie Bars - \$15.95 

Miss Linda's Buttermilk Cupcakes with Chantilly Frosting (chocolate and vanilla) - \$20.00 per dozen

See Guidelines for information on cakes and donuts.

Ice Cream Sundae Bar 

\$6.95 per person for served ice cream. Minimum of 25 people.

**Ice cream only is \$3.50 per person. Minimum of 25 people.*

For 0-49 people: choice of one ice cream flavor

For 50+ people: choice of two ice cream flavors

Flavors  : Chocolate | Vanilla

Toppings Included  :

M&M | Sprinkles | Cherries | Gummy Bears | Oreo Crumbs (not gluten free) | Peanuts

Whipped Cream | Chocolate Sauce | Butterscotch Sauce

catering **MENU**

ADDITIONAL CATERING INFORMATION

Food is a market commodity. We always use the best products available but we may substitute ingredients to maintain quality standards and pricing.

Service Enhancements

Full Bar Glass Service - \$1.50 per person

Champagne Service - \$1.75 per person

Includes glassware and service only. This service step must be included in the contract language.

Linens

Linen service prices for standard black and white:

Tablecloths for standard round tables and banquet tables - \$6.00 each

Drop cloths - \$10.00 each

Napkins - \$1.00 each

Service Staff

All catered events are unique and we want to deliver the highest level of service regardless of function type.

- Buffet functions are staffed with one service attendant for every 25 guests and are included in the per person menu price.
- The charge for staffing is: \$50.00 per chef for station chef (includes one hour setup, two hour event time, one hour clean-up)

catering **MENU**

ALCOHOLIC BEVERAGES

Alcoholic Beverage Service

All beverages must be consumed in the designated facility. Alcohol can only be served by a licensed Dining and Hospitality Services bartender.

Certificate of Responsibility form must be filled out a minimum of three (3) weeks prior to all events with alcohol service - Click [HERE](#) for the Approval Form. Dining and Hospitality Services reserves the right to limit or refuse alcohol service to any person. Refer to page 7 of the Catering Guidelines to review alcohol guidelines.

Beer, Wine and Soft Drink Bar

Events including a limited bar will include all supplies exclusive of alcohol, soft beverages, and bottled/Perrier water: portable bar, compostable glassware, napkins, and ice. Full bar glass service can be added for an additional charge and will require a service attendant. We recommend one (1) bartender for every 75 guests. The charge for a bartender is \$75 for the four hour minimum, and \$20 per hour for each additional hour.

Hosted bar prices (by the bottle):

Champagne bottles (priced per bottle based on brands selected)

Premium/Micro beers - \$6.00

House wine - \$30.00

Premium red wine - \$60.00

Premium white wine - \$45.00

Bottled Water, Assorted Canned Soda (Pepsi & Coke products) - \$1.00

Perrier Water - \$3.00

**Wine is sold by the bottle except at a cash bar.*

University of Colorado at Colorado Springs

Departmental Alcoholic Beverage Request and Authorization

CONTACT INFORMATION

Department Name: Date Submitted:

Name of Person Submitting Request: Phone: -- --

EVENT GENERAL INFORMATION

Event Name: Event Date:

Begin Time: End Time:

Estimated Number of Attendees:

EVENT LOCATION

Where will this event be? ☐ On-Campus ☐ Off-Campus (at a Business) ☐ Off-Campus (at a Private Residence)

ON-CAMPUS	OFF-CAMPUS	
<p style="text-align: center;">Event Held at UCCS</p> <p>UCCS presently has seven spaces that are licensed for alcoholic beverage service, if your event is held in one of these spaces, please select the location:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-bottom: 5px;"></div> <p>If your event is held on-campus but is not listed in the above list, please state the location in box provided below:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-top: 5px;"></div>	<p style="text-align: center;">Event Held at a Business</p> <p>Name of Business:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-bottom: 5px;"></div> <p>Address:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-bottom: 5px;"></div> <p>Is this business licensed for alcoholic beverage service?</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p style="text-align: center;">Event Held at a Private Residence</p> <p>Name of Homeowner:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-bottom: 5px;"></div> <p>Address:</p> <div style="border: 1px solid #ccc; height: 20px; width: 100%; margin-bottom: 5px;"></div>

EVENT PURPOSE

1. Is the purpose of this event fundraising? ☐ Yes ☐ No
 - 1.a If yes, have you completed the Fundraising Authorization Form? ☐ Yes ☐ No
 - 1.b If yes, please initial here to acknowledge that have (or will complete the form if necessary):

2. Is there a fee to enter and/or attend this event? ☐ Yes ☐ No
 - 2a. If yes, is the amount charged as a condition of entry or participation uniform without regard to whether or not the attendees consume alcoholic beverages? ☐ Yes ☐ No
 - 2b. If yes, is there a separate charge for the alcohol or is it included in the entry fee? ☐ Separate Charge ☐ Included Fee
 - 2c. Is this event private in which attendees are by invite only? ☐ Yes ☐ No
 - 2d. If you answered yes to 2c, please initial here to acknowledge that you will have a method in place to check the invite list and verify the identity of attendees at the event:

EVENT CATERING

1. Is the event being catered by UCCS Dining & Hospitality Services? ☐ Yes ☐ No

1.a If no, does the catering staff have training in alcoholic beverage services (TIPS or equivalent)? Please provide the name and address of the caterer below.

Name of Caterer:

Address:

EVENT SERVICE

1. Will food be served at the event? ☐ Yes ☐ No

2. Are non-alcoholic beverages available, other than water, available? ☐ Yes ☐ No

3. Is there a charge for the non-alcoholic beverages? ☐ Yes ☐ No

4. Are individuals under 21 years of age at the event? ☐ Yes ☐ No

4.a If yes, what controls are in place to ensure that individuals, who are under the age of 21, do not have access to alcoholic beverages? Please explain briefly:

EVENT FUNDING

1. Are you requesting the Office of the Chancellor pay for the alcohol? ☐ Yes ☐ No

1.a If yes, how much do you anticipate the alcohol will cost?

(NOTE: Only wine and beer may be purchased)

Comments or any additional requests:

1.b Please provide a speedtype to charge for the bartender.

2.a If **NO**, please list the speedtype that will be used to procure alcohol:

FUND 30 SPEEDTYPES	FUND 2X SPEEDTYPES	OTHER FUNDS
If the speed type listed is a Fund 30, you must receive written permission from the office of sponsored programs indicating your grant may be used to purchase alcoholic beverages and you must include a copy of the permission with this request.	If the speed type listed is a Fund 2x and you are purchasing alcohol in conjunction with a conference, you must include a copy of the conference brochure with this request. The registration information must advise registrants that a portion of their registration fee will be used to purchase alcohol.	Other: if other funds (including personal and donations) are being used to purchase the alcohol, please indicate the name of business or person procuring the alcohol and paying for the bartender.

By signing below, you certify that the information provided is accurate and complete. Upon receipt, the approving authority will review the request. Please note, that submission of this form does not guarantee an approval.

SIGNED:

DATE:

[Submit Form](#)

[Reset Form](#)

FOR OFFICE USE ONLY:

Event Qualifies as a Private Event:

☐ Yes

☐ No

Event Requires Special Event Licenses:

☐ Yes

☐ No

Event Uses Appropriate Speedtype for Purchase of Alcohol:

☐ Yes

☐ No

Event Approved By:

Appendix C



Below is the link to the T-shirt design where it can be ordered.

https://www.customink.com/designs/bishirt/wry0-00bu-e230/hotlink?pc=HL-173485&utm_campaign=hotlink_cab_201712&utm_source=hotlink&utm_medium=email&utm_content=viewbutton&oe=28505508-42e24

Appendix D: Flyer and Invitation Template



Appendix E: Projected Budget

Budget Plan for Realities of the internet									
Max Budget: 20,000									
3/5/2019									
Catering	Entrée pre person	Total People	50/50/50	75/50/25	Travel Expenses				
Option 1	\$ 32.95	\$ 4,942.50	\$ 1,647.50	\$ 2,471.25	Airplane	\$500			
Option 2	\$ 27.95	\$ 4,192.50	\$ 1,397.50	\$ 1,397.50	Hotel & Food	\$ 1,000			
Option 3	\$ 24.95	\$ 3,742.50	\$ 623.75	\$ 623.75	Transportation	\$ 1,000			
	Total:		\$ 3,668.75	\$ 4,492.50	Total	\$2,500			
Table Favors		With 400 people max							
Wine Glasses	\$ 1,500.00				Space Reservations	\$2,000			
					Security	\$500			
Lanyards	\$ 1,000.00				Marketing	\$500			
t-shirt	\$ 3,200.00								
Programs	300 paper Programs	Total Budget:	\$500						
					Drinks			Total:	
Decorations	Max Budget	\$500			Cash bar*	Might have a deposit		\$ 500.00	
					Wine	\$15	6 per bottle	\$ 300.00	
Table décor	\$ 200				Beer	\$15	12 pack	\$ 225.00	
				GRAND TOTAL	\$17,093.75				

