

## Planning to host an SGPP conference or workshop?

### **Step One: About 6 months in advance**

- Speak with the SGPP Director/Associate Director regarding funding and potential dates
- If this conference or workshop is to be split funded by another institution, please introduce (via email) the Admin/Business contacts at the other institutions to the SGPP Admin/Bus team
- Once funding is approved, coordinate with the SGPP Admin Manager and Bus Manager regarding the creation of expense accounts and potential date conflicts
- *Please note that money allocated to alcohol needs to be approved separately by the SGPP Director/Associate Director. This money comes from a separate pool of funds.*

### **Step Two: About 4-6 months in advance**

- Make arrangements for your invited guests travel arrangements. If SGPP is covering the cost of flights/driving, it is far easier to reimburse a guest than to expense the costs upfront. Keep in mind that all reimbursements, of any kind, cannot be issued until AFTER the conference or workshop has completed. All reimbursable expenses will need to have an original receipt.
- If SGPP is not covering their travel costs, then there are no Admin/Business related responsibilities to consider.
- Work with the Marriott Tucson Park Hotel (or another local hotel) to secure a room block for your estimated number of visitors. This contract is vital. Keep in mind that once the room block is confirmed and the contract signed, SGPP is responsible for 80% of the full bill if the rooms are not all reserved.
  - Faculty Leads are responsible for the coordination of the details of the room block, but the Admin/Business team will need to sign the contract and send it off to the Contracting and Procurement Office.
  - Please keep the Gem & Mineral Show dates (annually, late January- mid February) in mind - the UA Corporate hotel rates are not typically honored during those dates and rates can double during this time
- Secure location reservations on campus for your events- you will likely need a UA account number in order to make reservations. Please contact the Bus Manager to secure an account number. You may also be asked for an 'S Number'- SGPP's is S2526.
- Here are a few helpful reservation links:
  - ENR2 Reservations:
    - <https://www.environment.arizona.edu/enr2-room-reservation-policies>
    - ENR2 requires FM custodial services (at a fee) for all events in their rooms. Room rentals are free.
    - ENR2 requires UAPD presence (at a fee) for some after hours events.
    - Contact Info: [enr2roomres@email.arizona.edu](mailto:enr2roomres@email.arizona.edu)
  - Silver and Sage (Old Main):
    - <https://www.fm.arizona.edu/sands/> (login required)
    - Silver and Sage reservations require UAPD presence (at a fee) for some after hours events.
    - Room Rentals/Set up is fee based - see reservation link for detailed costs
    - Contact Info: Alejandra Zell at [zella@email.arizona.edu](mailto:zella@email.arizona.edu) or at 520-621-7559
  - *Student Union Reservations*
    - SUMC rooms are inexpensive but can be difficult to reserve due to limited availability
    - SUMC reservations: <https://union.arizona.edu/rooms/reserving.php>

- *Studio 44 (SBS Downtown Loft)*
  - Please see **Studio 44 Use Instructions** on the SGPP Resources Tab before making a reservation. There are restrictions to time/date of use and noise. This space requires additional support to run an event smoothly
  - Reservations: <https://studio44.arizona.edu/>
  - Contact info: Oona Feddis- [feddiso@email.arizona.edu](mailto:feddiso@email.arizona.edu)

### **Step Three: 2-4 months in advance**

- Once location reservations are secured and you have confirmations, please forward those reservations to the SGPP Admin/Business team as FYI
- You can begin making catering and bartending reservations. Please be sure to incorporate dietary restrictions in your catering orders
- **PLEASE NOTE** that all catering and bartending contracts need to be coordinated by the Faculty Lead for the conference/workshop, but all contracts/agreements have to be signed and paid by the SGPP Admin/Business team.
  - *UA Approved Caterers (and policies):* [https://pacs.arizona.edu/approved\\_caterers](https://pacs.arizona.edu/approved_caterers) and <https://pacs.arizona.edu/caterers/campus>
  - *UA Approved Bartenders (and polices):* [https://pacs.arizona.edu/approved\\_caterers](https://pacs.arizona.edu/approved_caterers) (bottom of page)
  - SGPP has used **Wild West Promotions** as our bartender for several years, but you are free to utilize any approved bartender
  - Questions regarding securing caterers and bartenders for on campus events:
    - **EVENT PLANNING OFFICE**  
Room 348 SUMC  
P.O. Box 210017  
Tucson, Arizona, 85721-0017  
Phone: (520) 621-1989
- **IF YOU ARE SERVING ALCOHOL at a UA property**, an alcohol permit must be submitted for approval a minimum of 10 business days prior to your event. It costs \$15 cash. *If you are hosting an event at your home or at an establishment with its own alcohol/liquor license, this is not required.*
  - Contact info: <http://www.union.arizona.edu/alcohol/>
- UA Catering (Arizona Catering Company): <https://union.arizona.edu/catering/>
  - This service is reliable and food is good, but the prices tend to be higher than off campus catering vendors- this includes their 15% service fee and other charges. They always have a server that stays for the entirety of the event to ensure that things run smoothly.

### **Step Four: 1-2 months in advance**

- Once you have made all your final catering and bartending arrangements, please coordinate with the SGPP Admin Manager and Bus Manager to secure contract signatures and process payments. It can take the UA payment offices up to **21 business days** to have checks created and ready for your vendors, depending on how busy their offices are at different times during the year. Please plan accordingly.
- Be sure to introduce (via email) your event vendors to the SGPP Admin/Bus team so that payment coordination/arrangements can begin.
- If your budget allows for you to reimburse the expenses for your speaker(s), the speaker(s) will need to make their own flight/transportation arrangements and submit their receipts to the Business team for reimbursement.

- If you plan on paying an honorarium to a speaker(s), please work with the Business team so they may advise you on the necessary documentation. Please note: if the speaker(s) is international, some visa types will not allow honorarium payments.
- Documents needed for payments:
  - **Detailed daily agenda** for each day of the workshop (this may include a first night evening reception). There must be a business purpose for each day that your guests are at the UA
  - List of attendees- each name must include their academic or professional affiliation, their citizenry (if not US citizen, then additional information is required- copy of Passport picture page and visa page)
- SGPP items for the conference -
  - If you would like to utilize SGPP 'swag' like the pens or padfolios, please notify the SGPP Admin team as soon as possible (they can take several weeks to be delivered).
  - If you would like items left at the hotel for your guests to receive at check in (padfolios stuffed with Conference/ workshop info, maps, agendas, etc), please coordinate the details with the hotel