

# EVENT PROPOSAL GUIDELINES

## WISCONSIN UNION DINING SERVICES SPACES

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### Welcome

Thank you for your interest in using a Wisconsin Union Dining Services Stage Space for your upcoming program. This set of guidelines will help you through the process of proposing an event to be held in one of these spaces. Below is a summary of event criteria, an explanation of the process we follow in considering event proposals, and some information on sound amplification guidelines.

Once you have reviewed this information, please fill out the online proposal form completely. If you have any questions at any time in the process, please contact the Campus Event Services Office at [events@union.wisc.edu](mailto:events@union.wisc.edu) or 608-262-2511 for assistance.

### The Facilities

The Sett, der Rathskeller, and the Wisconsin Union Terrace are dining spaces in the Memorial Union and Union South that also serve as stellar performance venues for hundreds of live events throughout the year. While these spaces are primarily programmed by committees of the Wisconsin Union Directorate, the Wisconsin Union will also consider proposals from Registered Student Organizations, Campus departments, and governmental agencies for programs that would be open to and of interest to the greater campus community. Please take the time to read these guidelines thoroughly before completing the online proposal form.



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### Availability

During the school year, the WUD Music Committee has standing booking dates in both the Sett and the Terrace/der Rathskeller on Friday and Saturday nights. WUD Games Committee has standing booking dates in The Sett on Sunday night. If you have a programming idea for a Friday or Saturday night event in either of these venues, you should contact the WUD Music Committee directly to propose your idea (<https://union.wisc.edu/get-involved/wud/music/>).

During the summer season, the WUD Music Committee has standing booking dates on the Terrace/der Rathskeller on Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays. WUD Film Committee has a standing booking date on the Terrace on Monday nights as well as select Sundays. WUD Film sets their Sunday and Monday summer film schedule in early May of each year, so programming ideas for those nights are generally not considered for the Terrace/der Rathskeller during the summer months. If you have a music programming idea for a Tuesday through Saturday night event, you should contact the WUD Music Committee directly to propose your idea (<http://www.union.wisc.edu/get-involved/wud/music/>).

Other events are regularly scheduled on a selected basis for these spaces. Typical events might include Monday/Thursday/Sunday Night Football, Team Trivia, Brewers Game watches, World Cup, March Madness, and Badgers football/basketball/hockey games when available by broadcast. Consult the Wisconsin Union Event calendar to see what might be scheduled on any evening (<http://www.union.wisc.edu/events>). We are interested in great programs for these spaces on open nights and look forward to reviewing event proposal forms! Please note that submitting a proposal form does not guarantee use of a dining services stage space. Proposed events must meet all event criteria listed below and be approved by the Cooperative Programming Committee.

### Process

To propose an event for one of the Wisconsin Union's Dining Services Stage Spaces (Wisconsin Union Terrace stage, der Rathskeller stage, or the Sett stage), you must completely fill out the online request form. The form should ideally be submitted at least 6 weeks in advance of your event. If submitted less than 6 weeks in advance, your proposal can still be considered, but late submission may affect the potential approval of your event. We want to ensure that we have adequate resources and staffing so that every event held at the Wisconsin Union is well planned and executed.

Your proposal form will be considered by the Cooperative Programming Committee, a group of Wisconsin Union students and staff who collaborate on programming in these dining services facilities. Your proposal will be reviewed at the next regularly scheduled meeting following submission. This committee meets regularly during the academic year and as needed during the summer term. Following review of your proposal, a member of the Campus Event Services Office staff will notify you of the Cooperative Programming decision. If approved, this staff person will work with you closely on all planning details for your event. If your proposal is not approved, this staff person can assist you in seeking alternate programming spaces on campus for your event idea.



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### Event Criteria

Events proposed for the Wisconsin Union Terrace, der Rathskeller, and the Sett stages must fit all of the following criteria to be considered for approval. Please review your event plans to confirm that they meet all criteria before submitting a proposal form. Contact the Campus Event Services Office if you have any questions about the criteria listed below.

1. Be free, open to the University community and not subject to private/exclusive use. Events may not be advertised as open to the general public (without prior approval) and areas of the venue may not be roped off for private use.
2. Be sponsored by a University department, Registered Student Organization or governmental agency. Union Members may not reserve these programming spaces.
3. Be consistent with the mission of the University and the Wisconsin Union.
4. Be of a performance/film/music/entertainment program nature, be of interest to the greater University community and be limited to the stage space only in each facility.
5. Not interfere with other events and activities already scheduled in, nor interfere with normal operations at, the Wisconsin Union. Note that our dining services facilities do serve alcoholic beverages to patrons of legal drinking age as a part of their normal operations—events that require cessation of alcohol service will not generally be considered for dining services programming spaces. All patrons and event participants (including performers) are subject to applicable drinking age laws and age verification checks as needed. Events that require cessation of alcohol service may be charged a fee determined by Dining Services.
6. Not begin prior to 5 pm on weekdays, including sound checks, unless the event is a Wisconsin Union Directorate program that is approved to start early.
7. Not be scheduled in conflict with regular WUD series programming in Dining Services Programming Spaces. Requests to program on regular WUD series nights should be first made directly with appropriate WUD committee for consideration. If WUD is interested in co-programming the date, they will contact Cooperative Programming Committee for event permission.
8. Be of an appropriate size for the facility requested.
9. Reserve an adequate rain location. In case of rain, the event will be cancelled without an adequate rain location. Der Rathskeller is NOT automatically considered the rain location for Terrace events (except regularly scheduled WUD series programming). Use of Der Rathskeller as a rain location must be preapproved by Cooperative Programming Committee.



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### Sound Amplification

Events requiring sound amplification may bring their own equipment or request to rent the Union's equipment with a sound and light technician. If you are unsure what your sound needs might be, please make sure to talk to a Campus Event Services Office representative—they are here to help you plan a successful event!

The cost of all sound equipment, band backline/instruments/gear, or other production needs is the sole responsibility of the group proposing an event. Groups must work with the Campus Events Services Office on sound needs and restrictions in advance of the event, regardless of equipment provider. CESO can also help you estimate what your production costs might be, factoring in the equipment needs, staff needs and length of the event.

### Other Event Costs

The group proposing an event is responsible for all costs related to that program, including (but not limited to): performer fees, sound/production costs, advertising, and security. If your organization or your performer would like to sell merchandise at the event, there is a **merchandise table fee**. Groups canceling their event less than two weeks out may be assessed a minimum staffing charge for production staff scheduled to work the event.

### Hospitality

All food or beverage to be provided must be purchased at the Wisconsin Union. This includes any and all hospitality items for performers and event volunteers. All catering orders or other hospitality arrangements can be made with your Campus Event Services Office representative.

### Other Questions?

Please contact the Campus Event Services Office at [events@union.wisc.edu](mailto:events@union.wisc.edu) or 608-262-2511!

