

The keys to organizing your successful event at UAS

Faculty
& Staff



1 Reserve a room:

Go online <https://roomschedule.uas.alaska.edu>

For information or to make adjustments to your reservation, email: rooms@uas.alaska.edu or call (907) 796-6459

2 Set up the room:

Contact Facilities Services (796-6496) for table, chair, and other setup needs. Fees may apply.

3 Arrange technical & media needs:

Contact IT Services (796-6400) for technical assistance or media equipment. Fees may apply.

4 Arrange catering:

Call for catering: (907) 796-6520

NANA Food Services holds excluding catering rights to all campus buildings, except the REC Center.

5 Promote your event:

Required for all events open to the public.

Submit event information to UAS Calendar

www.uas.alaska.edu/calendar

Post flyers Flyers on campus must be approved by Activities & Housing

More PR resources Self-service promotional tools: www.uas.alaska.edu/pr/promotion.html

Budget, UAS Calendar, or other questions?

Contact your department's administrative assistant for assistance.

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