



Guide to Planning Your Wedding

A T C U B O U L D E R



Events Planning & Catering
UNIVERSITY OF COLORADO **BOULDER**



Thank you

for your interest in the University of Colorado Boulder for your wedding. Our event planners and operational staff are here to assist you in planning your special day, including venue reservations on campus and managing catering needs.

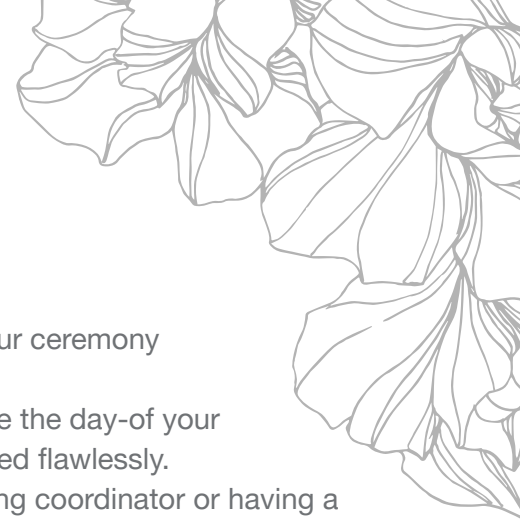
Please contact CU Events Planning & Catering in-person, by phone or by email. In order to best assist you, we always encourage clients to schedule calls or meetings in advance.

Business Hours:

Monday – Friday \ 8 a.m. to 4:30 p.m. (academic calendar) \ 7:30 a.m. to 4 p.m. (summer hours)
Limited appointments may be available after hours and on weekends.

In-person: University Memorial Center (UMC) room 140 next to Jamba Juice and the Ink Spot

Phone: 303-492-8833 \ **Website:** colorado.edu/eventsplanning \ **Email:** cueventsplanning@colorado.edu



Planning Services

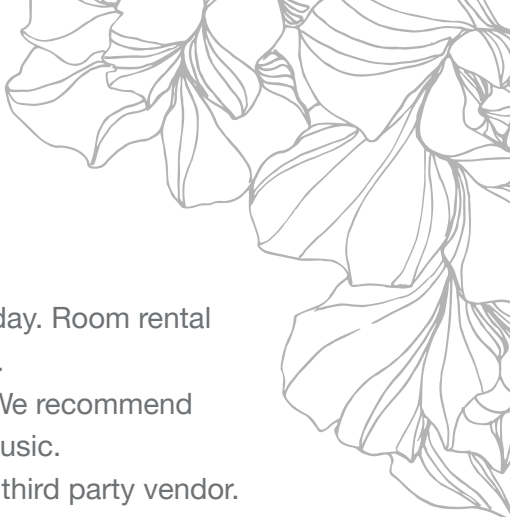
- Event planners will work with you to reserve the perfect location for your ceremony and/or reception and plan the details of your menu.
- For events inside the UMC, our seasoned operations staff will be onsite the day-of your wedding to ensure the room setup, audio visual and catering is executed flawlessly.
- For a higher level of service, we recommend hiring a third-party wedding coordinator or having a day-of coordinator to assist with logistics, as we do not have staff onsite that fulfill this role.
- If you are working with a third party company such as a DJ or photographer, you are responsible for organizing all logistics with that company and passing that information along to your event planner.
- CU Events Planning & Catering does not have a list of exclusive or preferred vendors.
- Please note that the University Memorial Center is a closed venue, so all food and beverage needs must be organized through your event planner.

Reserving Venues

- Your event planner will walk you through the steps to reserve you desired location(s) on campus.
- All outdoor space on campus requires an Event Management Form to be completed electronically.
- A “site visit” may be required for outdoor spaces. This meeting will entail discussing event logistics with various university stakeholders. This is the best time to have all of your questions answered when using an outdoor space.
- If your venue is outdoors, an indoor venue must be reserved as a weather back-up location. If the weather does not permit being outside, you will be moved to the indoor venue.
- The decision to change to the indoor venue must be made no later than 72 hours in advance, and may be made by one of our university stakeholders in advance of your event.
- The UMC room reservation policy can be found at colorado.edu/eventsplanning/policies

Payment Requirements

- A non-refundable/non-transferable deposit is due within 60 days of making a reservation with your event planner. The deposit amount is equal to the room rental cost.
- A deposit is required for the primary event space and for the weather back-up space, if applicable.
- Payment can be made by check or credit card.
- A credit card must be on file for incidentals.



Furnishings Provided for Events in the UMC

- Your event planner can create the perfect room layout for your special day. Room rental includes customized diagram, setup and teardown of tables and chairs.
- Audio visual equipment is available for use but does not include a DJ. We recommend hiring a professional DJ or have someone designated to manage any music.
- Up lighting is not available through our office, but can be rented from a third party vendor.
- Meeting space is available upon request for the wedding party to convene prior to the event start.

Furnishings for Outdoor Venues

- All furnishings/equipment, such as tables, chairs, tent, etc., must be rented from a third-party vendor.
- Approval for event set-up the day prior, as well as overnight equipment storage, is required prior to confirming with a third-party vendor. Please note that availability must be confirmed with your event planner to ensure the space is available. CU Boulder is not responsible for any equipment left overnight or unsupervised. We recommend hiring overnight security through the CU Police Department if approved.
- If you will be renting a tent, you must schedule a utility location marking session. Proper marking of the lawn is required before placing any tent stakes. You can schedule and get more information at colorado811.org
- Sound packages are available through CU Events Planning & Catering (DJ not included).

Decorations

- You are welcome to bring in decorations, as long as they meet the guidelines of the university for both indoor and outdoor spaces. More information can be found at colorado.edu/policies/sites/default/files/attached-files/cuuf_procedures_-_feb2020.pdf
- Overnight storage prior to the event can be arranged with your event planner based on availability.
- No open flames are permitted on campus. All flames must come from flameless candles or similar objects.
- Loose glitter or confetti is not allowed to be thrown or sprinkled on tables. Talk with your event planner about alternative options.
- Floral centerpieces are available for purchase.
- CU Events Planning & Catering cannot be held responsible for any items brought in or left onsite.

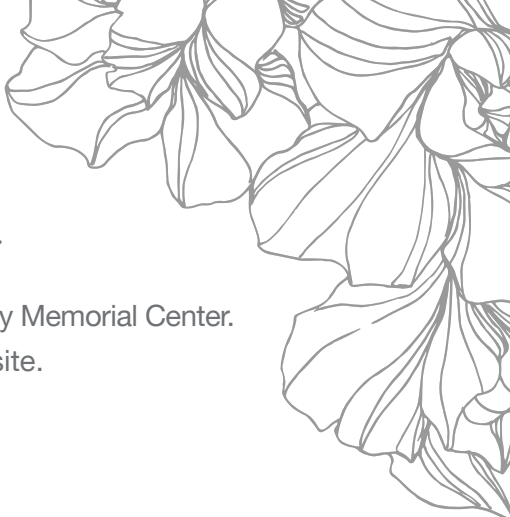


Catering

- For events inside the UMC, food and alcohol must be ordered through CU Events Planning & Catering.
- All cutlery, tableware and table linens are provided. If we cannot not match your desired linen color or sizes, you are welcome to rent them from a third-party company.
- Wedding cakes and specialty desserts can be ordered through a licensed bakery of your choice.
- Catering menus can be found at colorado.edu/eventsplanning/catering
- Catering policies and sustainability information can be found at colorado.edu/eventsplanning/policies

Parking on Campus

- Parking is not included with the venue rental. Guests can park in paid parking areas throughout campus.
- Paid parking garage and lot locations can be found at colorado.edu/map
- Parking arrangements can be made ahead of time through CU Parking and Transportation. This is recommended if you would like to secure spaces close to your venue or to pay for the wedding party and/or guests. For more information: colorado.edu/pts/event-parking
- If you are providing a shuttle service for your guests, you must contact CU Parking and Transportation. They will assist you with finding the best locations for loading and unloading guests.



Building and Restroom Usage for Outdoor Events

- Guests are welcome to use restrooms in public buildings, like the University Memorial Center.
- We recommend renting port-a-lets if you feel restrooms are needed onsite.

Equipment Rental Vendors

- **RC Special Events:** 303-527-2905 \ rcspecialevents.com
- **Wright Group Event Services:** 303-399-9947 \ thewrightgroupnow.com
- **All Events Rentals:** 303-485-9985 \ alleventsrentals.com

Photographer/Videographer

- You are welcome to use any vendors you wish. Please note that photos and videos cannot be branded with the CU logo and vendors cannot use photos and videos to promote themselves as a CU affiliate.

Pets

- Boulder County ordinances specifically state that no live animals or fowl shall be allowed in any room where food or drink is prepared, served or stored.
- No pets are permitted in the UMC, except service animals, as defined by campus policy: colorado.edu/institutionalequity/ada/service-support-animals
- Per the Campus Use of University Facilities procedures: Animals (including reptiles and amphibians) are not permitted in any facility or outdoor space, except
 - o Service animals are allowed in all university facilities as outlined in the Service and Support Animals Guidelines.
 - o Assistance animals, only as permitted in the Service and Support Animals Guidelines.
 - o Leashed dogs in outdoor spaces other than competitive fields.
 - o More information can be found at colorado.edu/policies/sites/default/files/attached-files/cu-boulder-cuuf-procedures-090517.pdf

Smoke-free Campus

- CU Boulder is a smoke-free campus.
- Smoking of any kind is not allowed in any facility or outdoor space. For more information, visit colorado.edu/smokefree/smoke-free-policy

Visiting Colorado

- If you will host out-of-town guests, here are some helpful links to include with your wedding information.
 - **Helpful Tips**
denver.org/about-denver/denver-resources/high-altitude-tips
uncovercolorado.com/colorado-travel-tip
 - **Sightseeing**
colorado.com
bouldercoloradousa.com
denver.org

