

# The keys to organizing your successful event at UAS

Faculty  
& Staff



## 1 Reserve a room:

**Call** Room Scheduling: (907) 796-6459  
**or go online** <https://roomschedule.uas.alaska.edu>  
*For information or to make adjustments to your reservation, email: [rooms@uas.alaska.edu](mailto:rooms@uas.alaska.edu)*

## 2 Set up the room:

**Contact** Facilities Services for table, chair, and other setup needs. Fees may apply.

## 3 Arrange technical & media needs:

**Contact** IT Services for technical assistance or media equipment. Fees may apply.

## 4 Arrange catering:

**Call** for catering: (907) 796-6420  
*NANA Food Services holds excluding catering rights to all campus buildings, excepting 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](http://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](http://www.uas.alaska.edu/pr/promotion.html)

### Budget, UAS Calendar, or other questions?

Contact your department's administrative assistant for assistance.

**UAS** UNIVERSITY OF ALASKA  
**SOUTHEAST**

*learn · engage · change*

[www.uas.alaska.edu](http://www.uas.alaska.edu)

*UAS is an AA/EO institution*