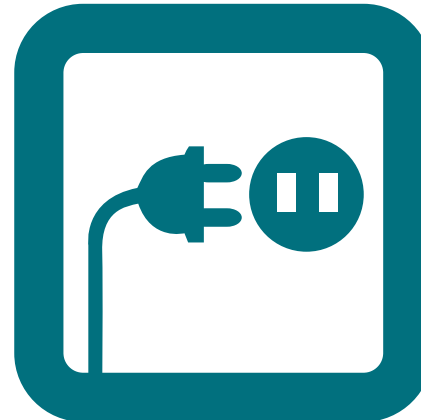
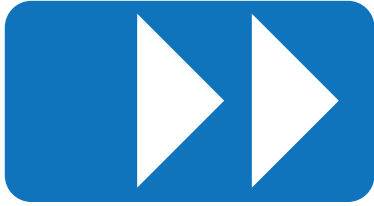


Organizing Your Event at UAS





The University of Alaska Southeast facilities are available for use or rent to student clubs, staff and faculty, as well as by nonprofit community, state, federal, or civic groups on a space available basis. Ensure the success of your event or meeting; make sure to plan ahead for your media, announcement, and catering needs.



1 Reserve a room

Go online

www.uas.alaska.edu/registrar/scheduling.html
Facilities Use Request Form and reservation information.

Call

Jim Isturis
Facilities Scheduling Coordinator
(907) 796-6459

E-mail

rooms@uas.alaska.edu

Scheduling fees may apply.



2 Announce your event

Post event to online calendars &  

Post your event on all the UAS Calendars with one click:

www.uas.alaska.edu/calendar/submit.html
(required for events open to UAS faculty, staff, and students)

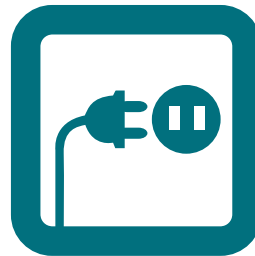
Flyers on campus

Contact Activities and Housing for permission to post flyers on campus.

Additional PR resources

Go to:

www.uas.alaska.edu/pr/promotion.html



3 Arrange your media needs

Media equipment

Media Services must be contacted directly to schedule equipment use: (907) 796-6400.

Media equipment fees may apply.



4 Arrange for catering

Food & beverage

NANA Food Services must be contacted directly to arrange for catering: (907) 796-6520.

Food Services offers a regular selection of popular catering items or will create a custom menu to accommodate any budget.

NANA Food Services holds exclusive catering rights to all campus buildings with the exception of the Rec Center and the Bill Ray Center.