



ITS guide  
event and meeting planning

## **Employees can use this guide when planning ITS events or meetings.**

### **Before the event:**

1. Make sure event is approved through your supervisor. Once a supervisor approves, the supervisor will obtain permission through email communication with Mark and the Directors and ITS HR (primary contact is Marlene Crombie).
2. The following information will be needed by ITS HR:
  - Date
  - How many people will be attending the event? This will help decide where to hold the event. Do you have a preference on where the event will be held?
  - Is special equipment is needed (conference phone, smart cart)?
  - Will there be a speaker?

ITS HR can estimate the cost and must know who will be paying for the event.

3. ITS HR will work with the vendor to order the food and arrange for set up and any special accommodations related to food (such as allergies or vegetarian).
4. ITS HR will work with our hotel options to arrange for a block of rooms and a cutoff date for guests scheduling a room. It is the responsibility of out of town guests to make their own reservations. *ITS does not pay for hotel rooms for out of town guests.* As the end of the block cutoff date draws near, ITS HR will contact the hotel and ask them to send a list of the guests who have made a reservation. ITS HR can call and remind those who have not yet reserved a room.
5. ITS HR must receive an agenda and list of attendees for any event. This information will be provided to ITS Accounting along with the PR of all related invoices.

### **The day of the event:**

ITS HR will visit the event venue to ensure that everything is set and ready to go when the conferees start arriving.

### **After the event:**

When event is completed, ITS HR will do a PR, attaching all related invoices and send to ITS Accounting for processing. A direct bill (invoice) from vendors and venues is best.

## VENUE & CATERING OPTIONS

### 1) Nebraska City Union

- Charges: Contact ITS HR for exact pricing.
- Catering: Chez Hay

### 2) Jackie Gaughan Multicultural Center

- Charges: Contact ITS HR for exact pricing. Rooms have all equipment.
- Catering: Chez Hay

### 3) Nebraska East Union

- Charges: Contact ITS HR for exact pricing.
- Catering: UNL Catering

### 4) Champions Center

- Charges: Contact ITS HR for exact pricing.
- Catering Options:
  - Misty's Catering
  - Premier Catering
  - Chez Hay

### 5) Kauffman Center

- Charges: Contact ITS HR for exact pricing.
- Catering: UNL Catering

### 6) Schorr Center

- Charges: Contact ITS HR for exact pricing. Rooms have all equipment.
- Catering: Optional

### 7) Wick Alumni Center

- Charges: Contact ITS HR for exact pricing.
- Catering: Your choice for 20 people & under. If over 20 people our options are:
  - Misty's Catering
  - Premier Catering
  - Chez Hay - Wendy

## HOTEL OPTIONS

### 1) Marriott

- Rates: Contact ITS HR for exact pricing.

### 2) Embassy

- Rates: Contact ITS HR for exact pricing.

These hotels are close to campus.