SGA Elections Group Reservations Process

YOU MUST ATTEND THE MANDATORY INFORMATION SESSION TO RECEIVE THESE INSTRUCTIONS AND BE ABLE TO PARTICIPATE IN THE CAMPUS RESERVATIONS ELECTIONS PROCESS. ALL TICKETS MUST FOLLOW THE GUIDELINES FOR CAMPAIGNING AS SET IN THE ELECTIONS CODE.

Executive Tickets may begin making reservations on Tuesday, Feb. 4, at 8 a.m.

Reservations for space or A/V must be made through Campus Reservations, Events & Technical Services (CRETS) - http://reservations.uga.edu.

When submitting a reservation request, please include your Campaign Name in the TITLE of your event.

All organizations are limited to 2 table reservations per week. All organizations are limited to 2 outdoor locations (Plaza or Lawns) per week.

MEETING & PUBLICITY SPACE

- Payments to CRET must be made no more than 2 business day after receiving confirmation to use the space or A/V; otherwise, the reservation will be cancelled.
- Please follow CRET reservation timeline: reservations must be made at least 5 days in advance to ensure availability and A/V needs.
- Cancellation Guidelines – an outdoor event may be cancelled due to inclement weather; the primary contact must email CRET before 10am the day of the scheduled reservation to formally cancel or change the reservation for a full refund. If the event is not canceled by the outlined time, full charges will remain. Best practice for inclement weather is to reserve and pay for an indoor space, if available at time of booking. The 2nd booking will incur the same standard charge unless cancelled. There will be no day of moving of reservations due to inclement weather.
- Meeting Space
  - Tate: Free for up to 2 hours; $15/hour beyond 2 hours
  - MLC: No Cost
- A/V
  - MLC: $25 plus tax
  - Tate: No cost if only use projector that is already in the room and an AV technician is not needed; all other AV equipment or technicians may be subject to charges
  - The only outdoor location that allows audio sound is Tate Stage Plaza. This does not include Tate Plaza Tabling Spaces
- Tabling
  - Tate indoor: $12/entire day (10am-4pm)
  - Tate/Promenade outdoor: $10/entire day (10am-4pm)
  - Tate plaza: $40/entire day; portable PA system – additional $30/day
  - West lawn: $40/entire day
  - North lawn: $20/day
  - Northwest lawn: $20/day
  - To table on other areas of campus, contact Ashley Johnson (maj521@uga.edu)
- Banners
  - Must be professionally/vinyl made (no homemade/sheet banners, or painted banners)
  - Tate Bridge Banner space: unavailable for campaigns and individuals, only available for the Elections committee
  - "Wood Wall" Banner space (behind Tate/Memorial Hall bus stop/Physics Building): $4/day (Mon-Wed OR Thurs-Sun)
    - Dimensions: 4’x6’
EXEC CANDIDATES

- **Street Painting**
  - Must be **confirmed by CRETS** before you may paint
  - Must **begin after midnight on Sunday nights**
  - Must have **notified and confirmed with campus police**
  - Must **use and pick up specific paint provided by CRETS**
  - Must **pay the $15 charge per space. Must pay 1 business day in advance. Weekend reservations must pick up paint and pay on Friday before 4pm.**
  - There is a **$10 charge if paint containers are not returned**

PUBLICITY

- **Corkboards** – ask Tate Student Center Information Desk
  - Tate – approval from Tate Information Desk (3rd floor)
  - MLC – approval from MLC Security Desk (2nd floor)
  - Approval must be granted before posting in any other building on campus can occur. Please be aware that each building has specific rules for posting publicity; ask before you proceed.
  - No posters are allowed on bus stops
- **Plasma Screens** – contact Tate Marketing, Don Reagin (dreagin@uga.edu)
- **CHALKING IS NOT ALLOWED ANYWHERE ON UGA PROPERTY.** This action will result in disciplinary action from the Center for Student Activities and Involvement and a fine that is contingent on the cost of having the chalk removed.
TATE STUDENT CENTER PLAZA AND PROMENADE

TABLE SPACES
$10 includes 1 four-foot table and 2 chairs

PLAZA STAGE
$40 includes stage and open area

http://reservations.uga.edu • 706-583-8020