When Presenting at REM

REM (Regis Events Meeting) gathers University events support staff to discuss major campus events. When planning your event, you may be asked to present at REM. Here are steps for presenting your event at REM.

1) **Set up at time to present at REM.**
   Please contact Sarah Martin (marti610@regis.edu) or Bonnie Fruland (bfruland@regis.edu) to have your event added to the REM agenda. Please attend REM at least 2 weeks before your event. Major events may necessitate coming to a meeting even sooner (1-3 months before your event). REM is traditionally held weekly on Tuesdays from 1:30-2:30 in the West Hall Conference Room.

2) **Prepare.**
   Schedule your space and assess your event needs. Consider any questions you will have for our REM attendees. Attendance may vary with schedules, but most weeks, we have representatives from ITS, Media Services, Catering, Physical Plant, Athletics, Campus Safety, Event Services, Auxiliary Services and Business Services, and more. As catering, rental, cleaning, and other costs apply, we want you to please be prepared to provide your budget number for event expenditures.

3) **Attend REM.**
   We first start with any guest presenters, who usually speak for 2-5 minutes each. We will then follow up with additional meeting business. You are welcome to stay or leave after you have presented. Note: If you have many logistics needing attention, please feel free to print out 10 copies with information about your event needs.

   When asked to share, please address the following:

   1) **General Info:** What is your event? What group or department is sponsoring your event? What are the actual event times/dates? Where is it being held?

   2) **Guests:** How many people are you expecting? Who is the audience? How many additional campus visitors may be coming for your event (i.e. parking needs)? Are you selling tickets? Is it open to the public? Should it be posted on the Regis.edu Events Calendar? How are you promoting the event?

   3) **Set-Up:** What are your room set-up needs? Are you bringing in any rentals or outside equipment? Do you need any A-Frames? Do you need a stage, podium, additional chairs or tables, etc.? What AV/Tech support will you need before or during your event? Have you submitted any tickets for your event to ITS? Do you need additional electrical support? Do you need extra cleaning services? Is irrigation a concern?

   4) **Catering:** What food/drinks or catering will you have at your event? Do you need linens for the table? Do you need tables to set up catering on?

Thank you for helping us support your event!
Contact Event Services (303.964.5138 or events@regis.edu) with any questions.