



# Event Services Guide to a Successful Event

1. Make sure you have a [Virtual EMS account](#)
2. Reserve the space for your event as a member of your department (e.g. Operations, Marketing, LEAD Center, B&F)
  - a. Pauley Ballroom needs to be reserved 30 days in advance at the latest
  - b. Anna Head needs to be reserved 21 days in advance at least
  - c. Bay View, Tilden, Outdoor Spaces need to be reserved at least 14 days in advance
    - i. The only exception to this is for extreme or unpredictable circumstances (e.g. protests, vigils, etc.)
  - d. If it is less than 14 days, it is recommended you reserve an Eshleman Conference Room instead. You can find instructions on how to reserve those [here](#).
3. Have the primary contact for your event be the person Event Services can contact on the day of the event
  - a. This is ideally the person making the web request.
  - b. Please note that the primary contact is who we reach out to for all event planning details.
4. Outside catering can be used in Anna Head, and outside spaces (except for Lower Sproul, & Upper Sproul)
5. If you want to reserve an Eshleman Conference Room, the Student Union is only allowed to reserve the following rooms: 212A/B, 250, 450
6. ASUC is not required to follow the 5-2-1 policy that RSOs must adhere to
  - a. This policy states that every semester, RSOs can make:
    - i. 1 Pauley reservation
    - ii. 2 Event Space reservations (e.g. Anna Head)
    - iii. 5 Meeting Room reservations (e.g. Stephens, Bay View)
7. For most ASUC events, the ASUC Event Coordinator will help with the reservation. They can be reached at [asucevents@berkeley.edu](mailto:asucevents@berkeley.edu)