

Guidelines for Conference Services for School of Business Student Organizations

Conference Services in Grainger Hall provides room reservations, audio-visual equipment, decorations, parking permits for guests, signage, and many other services that student organizations need access to.

Conference Services has given several privileges to the SOB Student Organizations. Below is a list of these privileges. In order to continue receiving these privileges it is important to be courteous, professional, and respectful when working with the conference services staff and utilizing the rooms and equipment.

SOB Student Organization Guidelines and Privileges:

- Reserve rooms on the first and second floors, room 3070, room 4161, and the Blue Chip Deli for free.
- Outside food is allowed in the Blue Chip Deli only. In any other room food must be ordered through Conference Services. They have set up a specialty menu for student organizations at a lower price. Price for food includes plates, cups, ice, etc.
- At the end of your event please clean up the room and return the tables and chairs to the original setting, or you could incur custodial fees.
- On weekends you may reserve a room at no charge if you do not need additional services (i.e. AV equipment, food).
- For each reservation there should be only one contact person that can cancel or make changes to the reservation.
- If you do not show up for a reserved room two times in one semester you will not be allowed to reserve rooms for the rest of the semester. You must notify conference services of any cancellations at least two working days prior to the event.
- For big events with your organization, conference services will post flyers for you at the elevators and parking lots a few days before your events. They will need 8 copies of your flyer.
- Mondays and Fridays are the days with the fewest reservations and the most likely days to find open rooms.

Other policies and guidelines:

Conference Services has several policies and guidelines that apply to all customers. Please consult their website or contact them for details. They prefer that requests for rooms be done using their on-line form found on their website. If you have any questions they are happy to help you.

Conference Services:

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