



UWGB University Reservations  
 University Union Room 203  
 2420 Nicolet Drive  
 Green Bay WI 54311  
 1-920-465-2462 / 1-920-465-2020

## Confirmation

<b>Client</b>	<b>Reservation:</b> 173685
Allyson Haefke	Event Name: Communication Week
Communication	Status: Confirmed
2410 Campus Ct	Phone: (920) 287-2275
Green Bay, WI 54311	Event Type: Calendar Campuswide
United States	Event Coordinator: Katelyn Wiegel
	Phone: 2324

<b>Bookings / Details</b>	<b>Quantity</b>	<b>Price</b>	<b>Amount</b>
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### Monday, February 24, 2020

#### **8:00 AM - 12:00 PM Communication Week: Morning Coffee (Confirmed-Promo) MAC Hall Booth**

Booth

Equipment - Campus Operations:

Table - 6' Banquet 1

*Please put 2 chairs at this table.*

Chairs (Black) 2

#### **5:00 PM - 7:00 PM Communication Week: Evening Mocktails (Confirmed) Alumni Room**

Theatre Style for 40

A-Equipment - Union:

Table - Panel 2

*C/s for panel*

*How many chairs at panel? 5 chairs needed in total*

Mic (Wireless) - Handheld 2

Mic Table Stand 2

Fender Portable Sound System 1 \$25.00 \$25.00

### Tuesday, February 25, 2020

#### **11:00 AM - 3:00 PM Communication Week: Professionalism Prep Day (Confirmed) 1965 Room**

See Setup Notes

A-Equipment - Union:

Screen (1965) 1

Computer (1965) GB1910 1

Data Projector (1965 Rm) 1

Setup Notes:

Have 12 tables spread around the outside of the room- like a job fair.

### Wednesday, February 26, 2020

#### **6:00 PM - 8:00 PM Communication Week: Comm Carnival (Confirmed) Phx C**

See Setup Notes

A-Equipment - Union:

Table - 6' Banquet (Black) 12

Setup Notes:

Have tables setup around the outside of the room.

Have basketball hoop from the Phoenix Club setup in Phoenix C.

**Bookings / Details****Quantity****Price****Amount**

Subtotal

\$25.00

Grand Total

\$25.00

Thank you for selecting a room(s) at the University of Wisconsin-Green Bay for your program. Please carefully review the event date, time, and location to ensure that these details are accurate. If you need a special setup in the room, please contact University Reservations at 465-2462. Additional charges may apply if you need the room set differently than the standard setup., Please leave the room in satisfactory condition to avoid any extra charges as others may be using the room immediately after you are done. You need to remove any special items that you brought in that cannot be properly be disposed of in our dumpster. If the University incurs any added expenses from items left behind, these charges will be passed on to you. If a room is locked, please call Public Safety at 465-2300. Please post all inside signage or banners with poster putty. University Reservations reserves the right to move or remove any scheduled event taking place throughout campus due to unforeseen circumstances.

All charges are subject to change before or after the event regardless of what was discussed verbally. Charges will be based on what was used and what was made available for the event.

All catered food brought into University facilities needs to be provided by University Dining Service at 465-2715. All Non-University clients need to give a guaranteed number 10 business days prior to the event. University clients are required to provide a guaranteed number 3 business days prior to the event. Failure to give an updated guarantee number may result in your group not having adequate quantities or your group being charged for no shows.

The undersigned does hereby agree to hold harmless and indemnify the State of Wisconsin, the Board of Regents of the University of Wisconsin System, and the University of Wisconsin-Green Bay, their officers, agents and employees, from any and all liability, loss, damages, costs, or expenses which are sustained, incurred, or required arising out of the actions of the undersigned. The undersigned shall pay for any and all damages to the property or the University, or loss or theft of such property, done or caused by such persons, unless such liability is due to the sole negligence of University employees.

Please review UWGB campus policies for proper usage of the University's facilities at the following website: <http://www.uwgb.edu/directory/policies/>. Any questions or concerns should be directed to University Reservations at 920-465-2462.