



## Health Sciences Innovation Building: Event Checklist

Thank you for you reserving space within HSIB for your special event. Please use this checklist as a reference guide to ensure a successful event. For questions, or to speak with the HSIB Office of Engagement & Events, please reach out to UA Health Sciences Events at [uahsevents@arizona.edu](mailto:uahsevents@arizona.edu).

### Contact UAHS Events:

- Special event is scheduled **outside** of HSIB business hours of 7:00AM-7:00PM or anytime on a Holiday or weekend and requires a lock schedule override.
- Event requires loading dock access.
- **Forum Furniture needs to be removed or reset.**
- **Submit event layout for approval 4 weeks prior to event.**
- **Submit scheduled setup and breakdown time for event for approval 4 weeks prior to event.**

Please contact UAHS Events via [email](#).

### Submitted A/V Request via [BioCommunications](#):

- Special event requires **ANY** A/V support within the Forum.
- Questions regarding A/V in specific rooms.
- Has a unique set up and are interested in learning compatibility within HSIB.
- Event requires the Hanger Doors (located on the South side of the Forum) to open during event.
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For A/V Support, please [email](#) Barry Bernard, Information Technology Manager for UAHS BioCommunications.

### Submitted Facilities Management Request:

- Special event requires furniture and equipment rentals, furniture moving, special staging, etc.
- FM **does NOT** coordinate the furniture removal/reset for events in the HSIB Forum. Contact [UAHSEvents@email.arizona.edu](mailto:UAHSEvents@email.arizona.edu) to arrange.
- Requires custodial support. (*custodial support must be arranged for any special event exceeding 50 people **OR** contains food*).

University of Arizona Facilities Management request forms can be found [here](#).

### Submitted Security Coverage:

- Event occurs **outside** of HSIB Business Hours.

Please arrange security services through [UAPD](#) or [A-TEAM](#).

### Submitted Catering Request:

- Wolfgang Puck Catering is the exclusive caterer for HSIB. For food services for events and meetings, please Contact Wolfgang Puck Catering manager, Adrianna Spatola at [adriannaspatola@wolfgangpuck.com](mailto:adriannaspatola@wolfgangpuck.com)
- For UA Alcohol Permit: Please submit [here](#).