



BRAZOS PARK PLANNING GUIDE

Student Centers & Dining Management

ucrequest@uta.edu

www.uta.edu/campus-ops/student-centers/universitycenter/brazos-park

READY TO HOST YOUR BRAZOS EVENT?

Steps to Host at Brazos Park:





1

STEP 1

Brainstorm



2

STEP 2

Choose Date(s)

Questions examples to consider:

- How many guest are expected to attend?
- Is it casual or professional?
- Will there be food?
- Will there be music?
- Will there be special attractions? (bouncy houses, LED signs, etc.)
- Will it be a morning, noon, or night event?

It's best to choose a main date and alternate date (just in case)!

...and more!

3

STEP 3

Reserve Space



with Student Orgs Office

Brazos Park is reserved through **MavEngage**, UTA's online engagement software, managed by the Office of Student Organizations.

You can find guides on how to navigate this platform following this link:

<https://www.uta.edu/student-affairs/student-organizations/officer-resources/mavengage>

A few important notes:

- *This platform BEGINS the planning process for Brazos Park, and is where majority of the communication will live. If all permits/passes/waivers are not completed and approved, you may not be able to proceed with your event.*
- *Brazos Park can only be reserved by UTA departments and registered student organizations.*
- *Need help or have questions on this platform? Reach out to the Office of Student Organizations at mavengage@uta.edu or 817-272-2293*

4

STEP 4 Reserve & Coordinate Equipment



mazévo®

Brazos equipment is reserved through UC Operations using the
Mazevo software.

This step is usually one of the most important and most time-consuming. A well-fleshed out plan can save lots of time, and we're happy to support you along the way!

Equipment We Offer in Brazos:

- 6' Tables
- Chairs
- Stanchions
- Easels
- UTA Backdrop
- Truss
- Wireless Microphones
- Brazos Sound System
(comes with 2 wireless mics)
- Concert Package
(to fit up to a 5-piece band)
- Standard Power
- Up-Lighting

Questions to consider:

- Will you be bringing a band or DJ?
- How many items will you be powering on the lawn?
- Will you be bringing/hosting food? (Does this include food trucks?)
 - **Important:** *We will not coordinate power for food vendors until they have been approved (see next step!)*
- How much time will you need to set up?
- What cost center will be paying for this event? *(For UTA departments only)*

Got questions? Email us at ucrequest@uta.edu

5

STEP 5
Food Waiver

Food Approval



Any food you plan to have on campus **MUST** be approved
no later than 2 weeks prior to your event.

There are multiple options for food at your event:

1) **MAVERICK**
Catering

Maverick Catering is UTA's on-campus food service provider that caters high-quality meals with a variety of options! For more information, check out their website: <https://uta.catertrax.com/>

2) **Approved
Off-Campus Vendors**

UTA has partnerships with caterers all across DFW! For a list of currently approved vendors, check out this website:
<https://www.uta.edu/campus-ops/student-centers/eventcatering>

3) **Self-Made/Homemade**

Some orgs may want to hold a bake sale of their own products. This is allowed with the approved food waiver.,

Regardless of the option you choose, a food waiver **MUST** be emailed to ucerequest@uta.edu to get your food approved.

Find your food waiver here: <https://share.google/v7OyVNzMpSQ452JHD>

6

STEP 6

Permits & Orders

PERMITS NEEDED

Will your event have any of these items?

Without these approvals, your event may not be allowed to proceed.

Item/Activity:	Office in Charge:	Channel Communicated through:	Website:
Parking Permits	Parking Office <i>parking@uta.edu</i>	Email/Phone	Parking website
Grilling/Cooking	Environmental Health & Safety <i>ehsafety@uta.edu</i>	MavEngage	EHS website
Tent Permit	Environmental Health & Safety <i>ehsafety@uta.edu</i>	MavEngage	EHS website
Extra Trash/Water Service*	Office of Facilities <i>ofm@uta.edu</i>	Email/Phone/Work Order	Work Order Request

**Any work order through Facilities will require a department cost center or student org billing code.*

7

STEP 7
Special Case
Items

LAST STEPS...

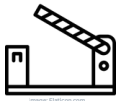
Have these miscellaneous needs?
Don't forget!



Security in Attendance



<https://www.uta.edu/campus-ops/police/services/special-events>



Access to Malls (for trucks/vendors)



<https://www.uta.edu/campus-ops/police/services/mall-access>



YOU'RE DONE!

If you need event assistance day-of, please contact our Campus Information Center
at 817-272-4636.

For questions on the MavEngage system or space process, contact:
Office of Student Organizations
mavengage@uta.edu
817-272-2293.

For questions on the Mazevo system, equipment, or food process, contact:
Student Centers & Dining Management
ucrequest@uta.edu.

HAPPY PLANNING!