Planning a Candlelight Vigil

Use this guide to determine what your organization will need to do to have a successful event. Student Groups - make sure to work with the Advisors in the LEAD Center.

Book Your Event Space

- Reserve locations online through Event Services at the ASUC Student Union by filling out the Outdoor Space Web Request: [https://ems-pa02.berkeley.edu/ASUC](https://ems-pa02.berkeley.edu/ASUC).
  - ASUC Student Union Event Services is responsible for coordinating event details for students, student groups, departments, and the public for these outdoor spaces: [http://uceventservices.com/index.php?option=com_content&view=article&id=143&Itemid=194](http://uceventservices.com/index.php?option=com_content&view=article&id=143&Itemid=194)
  - Identify the name of the main planner/contact person in your request. For student groups, only signatories of Registered Student Organizations with the LEAD Center, student government, and/or fraternities and sororities may make requests.
  - Provide an event description that includes the purpose, occasion, the number of attendees including all volunteers, and the event start time and end time, including the requested set up time and tear down time.
  - Event Services will email you the Tentative Confirmation.

To Confirm Your Reservation

- **Submit Signed Confirmation:** Submit a signed reservation confirmation and return to the Event Coordinator you are working with at Event Services as soon as possible.
- **Submit a Special Event Permit:** Special Event Permits are required for all vigils, regardless of the size of the event, including those with less than 50 guests. Event Services will help you obtain an approved Special Event Permit through EH&S.
- **Obtain Amplified Sound Approvals:** If you are using amplified sound outside of the allowed times/places (12-1pm; 5-7pm on Upper and Lower Sproul only), please work with Event Services to receive an amplified sound exception for your event. No amplified sound is allowed RRR week and Finals week.
  - Event Services will email you the information with your Tentative Reservation. Contact each building coordinator by email to request an amplified sound exception.
  - Send Event Services all of the amplified sound exception authorizations from the building coordinators.
  - Consider who will be monitoring the sound at your event using an App such as Decibel 10th.

Potential Charges – will be added to your final invoice

- **EQUIPMENT:** Student groups can request tables & chairs from the Student Tabling Program through Event Services at no cost. Event Services can rent equipment for all other groups for a fee.
  - When booking Savio Steps, there is an amplified sound box at 102 Sproul that student groups can use for their events. Request sound equipment from Event Services at least 2 business days in advance. This includes 1 wired microphone to plug into the Savio sound system and an iPod cord and microphone stand upon request. All equipment must be returned to the CUB-E the next business day by 9:00 a.m.
  - Students may also obtain battery-powered candles from CUB-E at no cost
- **PARKING PERMITS:** Event Services has “one-day passes” on hand and will add the cost to your reservation if requested.
- **FACILITIES SERVICES:** Event Services will coordinate through Facilities Services if you plan to have any electrical power set up, trash bins, recycling bins, composting bins, and/or if you need portable restrooms. There is also a fee to have the lawn sprinklers turned off.
- **SECURITY:** UCPD will determine whether security is needed once you fill out the request
CLEANING: If the event requires extra clean up charges or has accrued any additional charges, these charges are added to the final invoice.

PUBLICIZING YOUR EVENT
When publicizing your event, make sure to include all essential information in all posts. Include date, time, and location of event, and the event description. Be consistent when advertising your event: use the same flyers/ logo.

- Website
- Email List Serves
- Daily Cal ad
  - http://events.berkeley.edu
  - University Bulletin Board posting
  - Callink Event Postings

PRE PLANNING - Event Details & Other Campus Policies
- Registration/ Check in

DAY OF LOGISTICS
- Have permit on hand during event
- Candles shall be no longer than 6” in length
- Lit candles shall not be unattended at any time
- Do not dispose of hot or smoldering candles. Candles must be doused or dipped in water prior to disposal
- Fire extinguisher must be in immediate area at all times when candles are lit
- Lit candles shall not be passed from one person to another
- Once candles are placed, they shall not be unattended. Candles shall be removed from location once event is over
- CLEAN: leave venue as you found it to avoid any cleaning charges.

AFTER THE EVENT
- Set up an activity to discuss the event with participants and event staff.
- Write an event debrief, which includes the strengths of the event and recommendations for future runs and upload this document to your organization’s documents folder on Callink. Submit it to Event Services.
- Pay any invoices.
- Send Thank You cards, letters, e-mails or make phone calls to those who helped you along the way!