

Event Planning: Plan Before You Park

When planning an event on campus, you may find need to create a Parking Event to pre-register guests and obtain digital parking permits. Since this is a new system, you will need to contact parking services to see if your event is eligible.

A few things to consider are:

- Who will be the coordinator (point of contact) for the event?
- Does the event have a name that guests would recognize?
- How many people are attending this event?
- How long will the event last?
- What is the location of the event?

The coordinator will need to contact Parking and Transportation Services at eventparking@uwf.edu requesting to have an event created.

A member of Parking will reply to the email with our standard reply email containing:

- A form for coordinators to fill out and return to Parking (top portion).
- A registration link to send to your guests (bottom portion).

Once the coordinators return the form with necessary information, we will add the event to a drop down menu on the Guest Registration Form and alert the coordinator that they can begin sending the registration link to their guests.

Event Permits are digital and are assigned to vehicle license plates. Once guests apply, we create a guest account and a permit. Your guests DO NOT need to contact us. They receive an email when they apply that the form was completed. **Coordinators: You must request to have your event created at least five business days prior to the event.** Guests should complete the virtual registration link before noon the day before the event. Those register past the deadline must obtain a parking permit from the Visitor's Center.

The coordinator is responsible for:

- Choosing the event name and ensuring guests know to choose this event from the menu.
- Contacting guests to let them know the event location, parking lots they will be parking in, event time, and other pertinent details related to the event.
- Ensuring guests know to register their vehicle before the deadline using the link provided.

Restrictions:

- Students and Staff are not eligible for virtual visitor parking permits.
- Rental Cars - If guests do not know the rental license plate, please advise them to stop at the Visitors Center to scan the QR code for a Virtual Visitor Parking Permit.
- Single-day events with five or fewer attendees, occurring between 8 a.m. and 5 p.m. should have their guests obtain virtual visitors permits.
- Buses do not need to register but **MUST park in LOT B ONLY.**



Parking and
Transportation Services
UNIVERSITY OF WEST FLORIDA

uwf.edu/parking
eventparking@uwf.edu
850.857.6023