

EVENT PLANNING AND PARKING

Early Planning for Great Events



UWF Parking Services is Here to Help

Whether it's a small or large event, Parking Services is here to help you allocate the best available parking that is most convenient for your guests.

Creating a Successful Parking Plan

Before you begin there are a few things to consider about your event, such as:

- 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?
- What time is the event and will guests arrive before the Visitor's Center opens?
- How long will the event last?
- What is the location of the event?

Contact Us Early

We request a **minimum of three weeks prior** to the event start date. The coordinator will need to contact Parking and Transportation Services via email at parking@uwf.edu requesting to have an event created. Parking Services staff will reply to the email with a 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.



Smooth Events From Arrival to Departure

Event Permits are assigned to vehicle license plates. A permit will be sent to each guest via email. The guest should print it out and place it on the dash of their car when they park on campus. Your guests **DO NOT** need to contact us. They receive an email when they apply that the form was completed. Guests should complete the registration link before noon the day before the event. Guests that register past the deadline must obtain a parking permit from the Visitor's Center.

Bus Parking

Parking Services is happy to provide event parking hangtags for buses along with a map indicating appropriate loading/unloading and parking areas for buses. However, because most UWF lots are not designed to accommodate the length of buses and because of safety concerns regarding obstructing visibility, a set of rules has been established specifically for parking buses on campus. Not following these rules can result in a parking citation.

Coordinator Responsibilities

- 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 guest parking permits.
- Rental Cars - If guests do not know the rental license plate, please advise them to stop at the Visitors Center.
- Single-day events with 50 or fewer attendees, occurring between 8am - 5pm, should have guests stop at the Visitors Center to obtain guest passes.
- Buses do not need to register but **MUST** park in **LOT B ONLY**.

For More Information about event parking refer to the **Special Event/Conference** section at uwf.edu/parking or contact parking services via email at parking@uwf.edu

