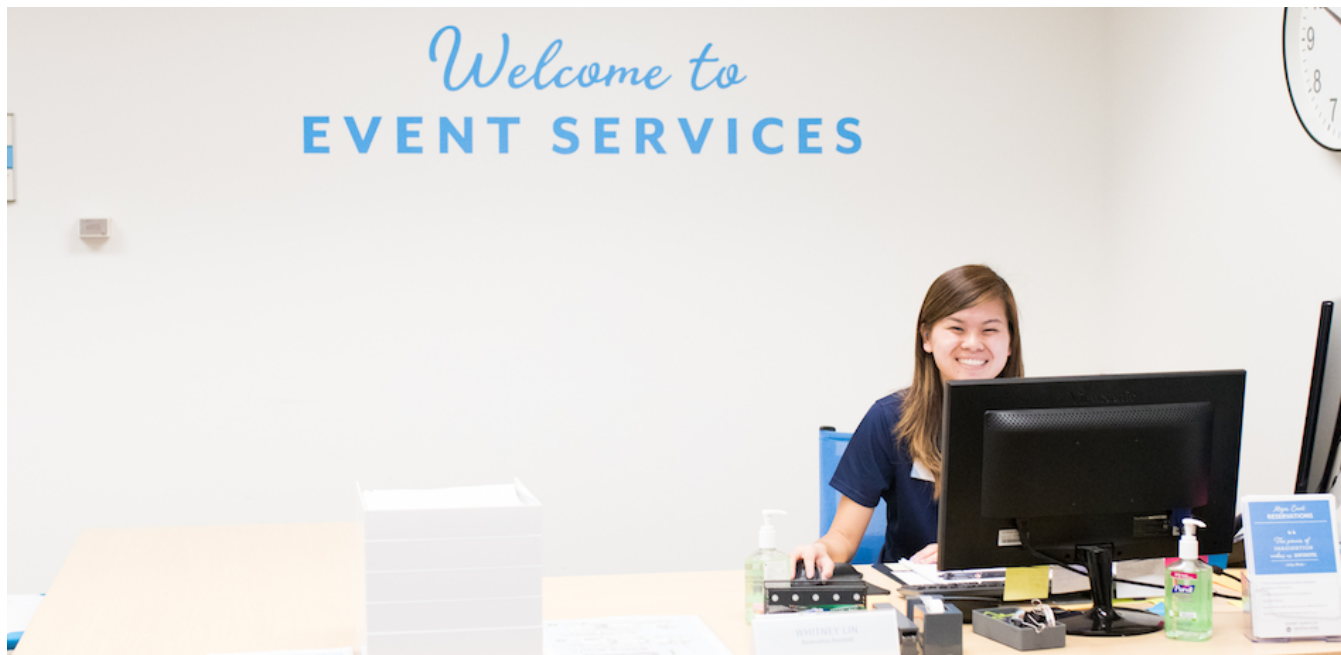


Event Services



Mission Statement

Connecting the Carolina community through exceptional event services and vibrant facilities.

Purpose

Carolina Union Event Services is a team of passionate experts dedicated to ensuring all meetings and events meet their potential by delivering comprehensive scheduling and ticketing, innovative audio visuals, and welcoming environments. Event Service supports over 20,000 bookings annually including scheduling 40 event spaces, one film/lecture auditorium, and one 5,670-square foot multi-use performance hall. Event Services also supports annual University programs including a 24,000 attendee FallFest celebration, UNC homecoming, CUAB fall/spring concerts, multiple department commencements, alumni events, and New Student Family Orientation.

How we help Registered Student Organizations

The Office of Event Services is committed to helping student organizations plan and produce vibrant, creative and successful events by providing a step-by-step process for event planning for all student organization events. This process helps to ensure that:

- all aspects of the event are addressed and planned appropriately
- the event is safe for all attending
- by consulting with professional staff, organizations have the tools necessary to navigate the many facets of event planning

To make reservations through the Office of Event Services, please go to our online

reservation system, **Reserve Carolina**. Please visit our policies page to learn more about use of our services and spaces.

How we help UNC-CH Departments

Whether you are looking to schedule meeting room space, planning an event or need assistance navigating the event planning process, the Office of Event Services is here to serve you. While we encourage you to submit requests online, we are also happy to assist you in person or over the phone at 919.966.3832.

Check out our list of reservable spaces.

Event Services Departments

Reservation Services

Reservation Services handles scheduling of all spaces in the Union and across campus for meetings, lectures, performances, and other events while also advising student organizations and departments about planning successful events. This team of detail-oriented event professionals will help to coordinate all fine details of your event including production and logistic needs. Reservations are processed through ReserveCarolina.unc.edu as well as through personalized consultations.

Admission and Guest Services

Guest Services, stationed at the Carolina Union Welcome Desk and at events across campus, ensures campus visitors and Event Services? clients have a point of contact for questions, way finding, reservation check in, entry and seating, and other day of event needs. They work with staff across the Union to ensure meeting rooms and event spaces are prepped and ready for guest arrival. The Box Office team provides registration and ticketing services for student and department conferences and events.

Audio Visual Services

Audio Visual Services provides staging and equipment rentals; lighting, projection and audio services for small to medium programs; and production coordination for large scale programming at the Carolina Union and other supported spaces.

Union Operations

Operations provides customer service and building support for all Union guests and events. They are responsible for opening and closing the facility and are instrumental in the physical

appearance and set-up for all events in the Union.

Union Facilities

Facilities maintains the Carolina Union building through the provision of building maintenance and custodial care at all levels for the diverse array of spaces the Union has to offer

Event Services

Event Services Office

Hours: M-F, 9:00am-5:00pm

Room: 3103

Phone: (919) 966-3832

Email: eventservices@unc.edu

Carolina Union Ticketing Services

Hours: M-F, 9:00am-5:00pm

Room: 2106

Phone: (919) 962-1449

Email: unionservices@unc.edu

Source URL: <https://carolinaunion.unc.edu/departments/event-services>