

Put on an Event



Once you have a venue secured, your next step is to arrange equipment, staffing, and/or production.

Haven't secured a venue yet? Head back to the [Reserve](#) section.

Please contact one of our Reservation Managers for any of the following needs!

Reservation Services

- Scheduling Meeting & Event Space
- Room & Building Signage
- Easels & Flip Charts
- Offsite Tables & Chairs
- Catering & Linens
- Early Openings & Late Closings

Event Production Services

- Ticketing & Credentialing
 - The Carolina Union offers a dedicated Box Office, located in the Union's main lobby next to the Guest Services Desk on the second floor. The Box Office provides a centralized ticketing location as well as [online ticketing](#) portal for a variety of student and departmental events across campus.
- Audio Visual Services
- Ushering & Crowd Management*
- Generators & Staging

*This staff may be required for some venues and events.

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/services/put-event>