

Gator Nights!

Event Hosting FAQ's

What are the benefits if my organization hosting an event during Gator Nights?

- The event space fee is paid for by Gator Nights.
- Your Organization may receive sponsorship funds to pay for some of the programming costs.
- You will be able to provide information about your organization to the individuals who attend Gator Nights.
- Your event will receive extra exposure and marketing.

How many times can my organization host an event/program or table during Gator Nights?

- Your organization may host an event in the Rion Ballroom, Amphitheatre, Orange and Brew, or North Lawn up to twice a semester, as long as the space is available.
- Your organization may host events in other locations as many times you would like as long as the space is available.

What type of events will Gator Nights cosponsor?

- Innovative and Creative events/ideas
- Collaborative ventures that support global understanding and diversity.
- A variety to the events selection of the Gator Nights already planned.
- Events that maximize the number of students served compared to the cost of the event
- Events that support the missions of the University, Reitz Union, and Gator Nights!

What are the criteria to host an event during Gator Nights?

- Held on a Gator Nights Friday between 6:00pm and 2:00am (may or may not include set-up of event)
- Held inside, or around, the J. Wayne Reitz Union or SW Recreation Center.
- Open to all Gator Nights attendees (with wristband)
- Advertising must include Gator Nights logo

What do I need to do to host an event during Gator Nights?

- Your organization must be a registered student organization in good standing with the University.
- You must complete the Host Application located on the Gator Nights website (www.union.ufl.edu/gatornights), and agree to the hosting policy.
- Once the date and location are confirmed, you will need to meet with Event Services to discuss your set-up needs.
- You will need to submit and receive a program permit within 2 weeks before event.

What happens if we cancel our event?

- Be sure to cancel any events that you do not plan to have as soon as possible so that these spaces may be made available to other groups. All cancellations made after the deadline or no shows will be subject to the Event Services cancellation fees. (<http://www.union.ufl.edu/eventservices/terms.asp>) Your organization will be responsible to pay any fees incurred.
- If you cancel an event after the deadline, you may also lose your ability to cosponsor an event with Gator Nights until the end of the following semester.

What if we do not receive a permit for our event?

- Your event may be canceled if you do not complete a program permit two weeks before event.

How do I ensure my event is on the Gator Nights marking?

- You must have an approved Program Permit before your event will be placed on any Gator Nights related.
- You must confirm your event date/time with the Program Advisor for Campus Programs and complete the Permit by the deadlines below:
 - o Monthly Flyer- 1st day of month before event. (example- Event on September 7th, must have information submitted by August 1st)
 - o Gator Nights Website- 3 weeks, or 15 business days before event
 - o Alligator Ad and Union Table Tents- 2 weeks, or 10 business days before event
 - o Facebook Group- 2 weeks, or 10 business days before event