

Special Event Support



The *Public Functions* unit of Facilities & Services works with any campus department and registered student organization to plan the infrastructure support for large and small special events. *Public Functions* currently assists with events as large as the Engineering, Vet Med, and Agricultural Open Houses; commencements; Homecoming; and Intervarsity 2003.



Our *Printing Department* can provide many support materials for your event: posters, programs, CD's, booklets, etc. Its wide format color printer can produce a banner 54 inches wide by 200 feet long. The *Printing Department* also provides a full range of mailing services including: addressing, inserting, tabbing, and sorting.



Our *Parking Department* can help to facilitate parking for your attendees with bagged meters or temporary parking permits depending on your needs and availability.

Our *Building Services* unit can do special intensive cleaning to make the event area shine: window washing; floor cleaning and waxing; and dusting of window treatments, sills, and other surfaces.

Contact Tracy Osby, Public Functions Supervisor, at 333-1490 to begin your event support planning.

Event Set-up



We will deliver and set up tables, chairs, indoor and outdoor staging, aisle standards, tensa barriers, floors lecterns, table top podiums, large or small trash receptacles with liners, cork and peg boards, portable black boards, barricades, and cones as your event requires, all without rental fee.

Audio/Visual Equipment

We offer a wide variety of audio/visual equipment without any rental fees for use. Labor and delivery fees will apply for set-up, take-down, and operation of equipment. We provide set up for PA systems, audio and video equipment, TV's, VCR's, LCD projectors, and overhead projectors. Our sound technicians remain on-site and operate the PA systems with microphones and LCD projectors. Audio and video taping assistance is optional.

Plant Rental



During commencement ceremonies, add some life to your stage with real palm and fern plants. Plants are rented at the rate of \$10 per plant with a minimum \$100 charge. Plants requiring pick-up or delivery on overtime will be charged a surcharge of \$5 per plant.

Transportation

We can arrange for transportation for any U of I staff or student to and from your event via bus, car, or van.

Parking Department



We can help to facilitate parking for your attendees with bagged meters or temporary parking permits depending on your needs and availability.

Copying and Digital Printing



We can produce high quality copies from your originals or digital prints from your electronic files that are perfect for handouts, charts, and illustrations. Your materials can be printed on a variety of different papers and professionally finished in different formats such as spiral bound or saddle stitched booklets.

Wide Format Printing



We can help you create presentation materials such as posters, signs, charts, and banners. Our wide format color printer produces prints up to 54 inches wide by 200 feet long, directly from your digital files. Laminating and mounting enhance presentation and increase the sturdiness of your materials.

For architectural and engineering applications, we can help you duplicate your oversized maps, drawings, charts, or graphs on our large format black and white copier. Copies can be made up to three feet in width by any manageable length.

24/7 Printer Access



Our staff can add printer options to your computer that allow you to send files directly to our high-quality printers. This ensures high quality printing and fast turnaround for your presentation materials.

CD Burning



For high-capacity storage and long-term use, we can easily transfer the data files from your presentation onto a CD. We can also make multiple copies of CD's for sharing your files with colleagues.

Online Campus Images



Add interest to your presentation with colorful images of campus available from our web site. Visit <http://www.fs.uiuc.edu/printing> to choose from over 900 quality campus images available for various uses:

- Powerpoint presentations
- Signs for special events
- Brochures and other printed publications



Facilities & Services
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