

## Homecoming 2011

The 97<sup>th</sup> annual Homecoming celebration is just around the corner! This community-wide event continues to grow year after year and this year will be no exception. More than 50,000 alumni and students are expected to attend the weekends' festivities. Homecoming has been an important tradition since 1914 and we hope not only to continue the tradition, but also to strengthen it. The UA Homecoming Tents on the Mall is a unique opportunity for alumni, students, staff and faculty to come together to celebrate the past, present, and future of the University of Arizona. This year's theme is

**RED, BLUE, & BOLD!**

**When:** Saturday, November 5, 2011

**Event time:** Five hours prior to kickoff *(The official kickoff for Homecoming tents on the mall events depends on the published time of the UA vs. Utah football game.)*

### Important Deadline Dates

Tent Reservation Form .....	July 29, 2011
Homecoming Fall Meeting (Mandatory)..... <i>(5pm at the Swede Johnson building, Rm. 205)</i>	September 20, 2011
Tent and Accessory Payment Forms .....	September 30, 2011
Homecoming Web Site and Schedule of Events Form.....	September 30, 2011
Homecoming Parade Application, Contract and Payment .....	Fall 2011
Mall Access Permit Pass.....	October 25, 2011

*\*\* This pass is only required if your organization needs vehicle access on the mall to service your tent(s) (i.e. - caterers, decoration, etc).*

#### PACKET INFORMATION

- Tent Guidelines - **\*\*Please read before completing the forms.**
- Tent Reservation Form
- Tent Payment Form
- Table, Chair Payment Form
- Website Schedule of Events online only Form
- Helpful Hints
- Mall Access Permit Pass Form - Submit completed form to Parking & Transportation

We appreciate the support of the many organizations that have and continue to participate in Homecoming activities and enthusiastically encourage new organizations to get involved. Homecoming weekend is a time to gather together, host alumni and members, and showcase what we are up to at the University.

# Tents on the Mall

## Guidelines & Recommendations

**Homecoming is an important alumni relations event for the University.** The tents on the Mall are promoted in all Homecoming publicity as a place for alumni, students, and university faculty and staff to get together to meet one another and enjoy the pregame celebration and parade. In order to properly reserve an adequate amount of equipment and space for your organization please review the following guidelines.

There are four things to consider when determining the size of tent you need:

1. How many people you will have in your tent at any given time.
2. How much seating you would like to provide for your guests.
3. How much area is needed for displays, registration tables, disc jockey, etc.
4. What type of catering (if any) and required serving area.

Based on the above-mentioned questions, use the following guidelines and formulas in calculating your tent needs:

**Square Footage:** The standard rule of thumb is 15 square feet per person. For example, if you are expecting 25 people, in your square footage calculation, include 25 people X 15 square feet = 375 square feet of space required. This square footage takes into consideration room for tables and chairs, catering tables if needed, and guests.

**Seating:** If it is important that you provide seating in your tent, the standard rule of thumb is to factor in enough seating for at least ½ of your anticipated attendees. For example, if you expect 25 people in the tent at one time, provide seating for at least 13 people. You may opt to provide a higher percentage of seating for anticipated guests, but you must also factor in square footage increases for the additional seating.

### Equipment package examples:

#### **25 - 35 PEOPLE**

20 X 20 tent (If having DJ need sidewall)  
2 - 6' tables for food w/linens or plastics  
1 - 6' table for beverage w/linens or plastics  
13 - 20 - chairs

#### **50 - 60 PEOPLE**

20 X 40 tent (If having DJ need sidewall)  
2 - 6' tables for food w/linens or plastics  
1 - 6' table for beverage w/linens or plastics  
25 - 30 - chairs

### Equipment Rentals:

#### **Festival Tents**

- |  |          |
|--|----------|
| <input type="checkbox"/> 10'x10' canopy = 100 sq. feet | \$250.00 |
| <input type="checkbox"/> 20'x20' canopy = 400sq. feet  | \$400.00 |
| <input type="checkbox"/> Sidewall for 20 x 20          | \$95.00  |
| <input type="checkbox"/> Sidewall for 10 x 10          | \$45.00  |

\*\* Tent fee includes the size tent you requested and a banner for your organization.

#### **Tables, Chairs, and Kwik Covers**

- |   |         |
|---|---------|
| <input type="checkbox"/> 6' banquet table                 | \$11.00 |
| <input type="checkbox"/> White folding chair              | \$ 2.50 |
| <input type="checkbox"/> Kwik cover (plastic table cloth) | \$ 6.00 |

A **TENT PAYMENT FORM** must be completed and returned, along with your check, to the Alumni Association office by **September 30, 2011**. Please make the check payable to the **UA Alumni Association**. Credit Cards or P-cards are also accepted. IBF/IDBs are acceptable from University departments.

**Other Important Information:**

- Tents on the Mall will begin **Five hours** prior to kickoff. November 5, 2011.
- Parade time will be announced in the fall.
- The Homecoming football game time vs. the Utah Utes: TBA
- **Times may change based on game schedule.** Check [uahomecoming.com](http://uahomecoming.com) for updates.
- No alcohol possession or consumption is permitted in the Homecoming tents on the mall area. No OPEN alcohol containers will be allowed on public streets, sidewalks or thoroughfares in accordance with University alcohol policy
- **\*\*Please plan to have your tent monitored at all times on Homecoming day.**
- **THE SALE OF FOOD AT TENTS:** You may charge for food at your tent without obtaining a health permit, as long as you are providing food only for your guests (not the general public).
- **\*\*\*Please keep your contact info current** in case we need to reach you. Please email any updates to [lisaval@al.arizona.edu](mailto:lisaval@al.arizona.edu).
- You should receive a diagram, via email, approximately 2 weeks before Homecoming, showing the exact location of your tent, and others, on the Mall. During Homecoming there will be posters located throughout the Mall and at the Alumni information tent showing all tent locations.
- **If you have music in your tent, please respect other tents and keep music at an enjoyable level! If asked more than twice to turn down, YOU WILL BE required to turn it off!**
- **\*\*\*There is NO POWER on the Mall. If your activities require power, you need to rent a generator. You CANNOT power up from the Mall!\*\***
- **ALL VEHICLES ON THE MALL TO SERVICE TENTS MUST HAVE OBTAINED A VEHICLE ACCESS PERMIT FOR LOADING AND UNLOADING ONLY FROM PARKING AND TRANSPORTATION.** (This form is the last page of this packet)  
**NO** vehicles are permitted on the mall an hour before or after the parade. Streets will be barricaded and any vehicles on the Mall will be towed to make room for the parade.

**Cancellation, Changes & Additions Policy:** The University of Arizona is bound by certain cancellation policies by our suppliers. Cancellation of tents and equipment orders after Friday, October 28, 2011 will be **non-refundable**. All efforts will be made to accommodate changes & additions to your orders, but if received after Monday, October 31, 2011, such adjustments cannot be guaranteed.

***SEE YOU ON THE MALL!***  
**NOVEMBER 5, 2011.**



### Tent Reservation Form

**THIS FORM IS DUE TO THE ALUMNI ASSOCIATION BY JULY 29, 2011.**

To reserve your Tent on the Mall for Homecoming 2011 (November 5), complete this form & mail or fax to Lisa Valentine, UA Alumni Association, 1111 N. Cherry, P.O. Box 210109, Tucson AZ 85721 (Fax: 621-9030).

\*\*\*Space is limited, please reserve early, tent requests are not guaranteed. Tent requests are processed in the order they are received.

Name of Organization \_\_\_\_\_  
(AS IT SHOULD APPEAR ON THE TENT BANNER)

Person to Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address & Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

ADVISOR NAME \_\_\_\_\_ Phone # \_\_\_\_\_

Organization you are paired up with for Homecoming (if any) \_\_\_\_\_

**If paired up with another organization, Do you want your tents:**

Joined With - OR-  Next To One Another?

**Do you plan to have a DJ/music in your 2011 Homecoming tent?**

Yes - OR-  No If so, you must purchase sidewalls for your tent(s).

<p><b>Please indicate number of tents needed.</b></p> <p># _____ 10' x 10' tent = \$250.00 each</p> <p># _____ 20' x 20' tent = \$400.00 each</p> <p>(only required if you are having a DJ)</p> <p># _____ 20' x 20' tent sidewalls = \$95.00</p> <p># _____ 10' x 10' tent sidewalls = \$45.00</p>
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\*In order to host a tent on the mall, you must be an affiliated University of Arizona organization and you must rent your tent through the Alumni Association.

**DO NOT SEND PAYMENT NOW. FULL PAYMENT WILL BE DUE ON September 30, 2011**



## Tent Payment Form

**THIS FORM WITH PAYMENT ENCLOSED IS DUE SEPTEMBER 30, 2011.**

**Only organizations that have returned the Tent Reservation Form by July 29, 2011 and have returned this form with payment enclosed by September 30 will be assigned a Tent on the Mall for Homecoming, November 5, 2011.**

**Mail this form with payment enclosed to:**

Lisa Valentine, UA Alumni Association, 1111 N. Cherry, P.O. Box 210109, Tucson AZ 85721

Name of Organization \_\_\_\_\_  
(AS IT SHOULD APPEAR ON THE TENT BANNER)

Person to Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address & Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**ADVISOR NAME** \_\_\_\_\_ Phone # \_\_\_\_\_

Number	Cost per Tent	Total
_____	x \$250	= \$ _____
<b># of 10' x 10' Tents</b>		
_____	x \$400	= \$ _____
<b># of 20' x 20' Tents</b>		
_____	x \$95.00	= \$ _____
<b># of 20 x 20 Sidewalls</b>		
<b>Or 10 x 10 Sidewalls</b>	\$45.00	

**TOTAL ENCLOSED**



**WILDCAT FOR LIFE™**  
 THE UNIVERSITY OF ARIZONA ALUMNI ASSOCIATION®

## Table, Chair and Kwik Cover Payment Form

THIS FORM WITH YOUR TENT PAYMENT FORM MUST BE TURNED IN TOGETHER WITH PAYMENT ENCLOSED

**DUE SEPTEMBER 30, 2011**

**Mail this form with payment enclosed to:**

Lisa Valentine, UA Alumni Association, 1111 N. Cherry, P.O. Box 210109, Tucson AZ 85721

Name of Organization \_\_\_\_\_  
 (AS IT SHOULD APPEAR ON THE TENT BANNER)

Person to Contact \_\_\_\_\_ Phone # \_\_\_\_\_

Street Address & Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**ADVISOR NAME** \_\_\_\_\_ **Phone #** \_\_\_\_\_

Number	Cost per Item	Total
_____	x \$2.00	= \$ _____
<b># of chairs</b>		
_____	x \$10.00	= \$ _____
<b># of 6' tables</b>		
_____	x \$6.00	= \$ _____
<b># of Kwik Covers</b>		

**TOTAL ENCLOSED**

## Helpful Hints for Hosting Your Homecoming Tent

*Holding a successful event may seem like a simple task, but it actually takes a lot of planning. Here are some tips and guidelines to help ensure your Homecoming events are organized and fun!*

**Form a Homecoming Committee:** This is a great way to involve both active and new members with your organization. It is important to provide updates on the chapter, other alumni, and campus events to participants. It also is a perfect way to re-engage with alumni.

**Create a theme for your event(s):** Make sure the theme is appropriate. You also may want to carry your theme across programming for the span of the Homecoming weekend. Develop a theme for your tent or tailgating event around the rivalry between the UA Wildcats and the opposing team.

**Send out invitations to your alumni:** Remember that not all alumni are technology savvy, so be sure to send out invitations through snail mail at least 2-3 weeks prior to the event. Also, ask alumni to RSVP so you have an accurate attendance count.

**Have a sign-in sheet:** Have a point person and table at each event so you can keep track of who attends Homecoming and then follow up with alumni after the event(s). Additionally, provide nametags, so current members can start conversations with other alumni.

**Incorporate some service:** Service is one of the main fraternal values. So, maybe you want to ask your alumni to donate canned food items or money to a charitable organization in town. This could also help you talk to alumni about the good work your organization is doing.

### **Have tables throughout the tent that include:**

- Photos of events. Create a display that shows guests what your group is doing or showcases accomplishments.
- Information about chapter philanthropy with the opportunity to donate
- Awards from national conventions
- Awards from UA
- Copies of chapter newsletters
- Member spotlights

### **Helpful items to include in your tent:**

- Tables and chairs – tablecloths or kwik covers
- Decorations – balloons, streamers, displays
- Food and snacks – Caterer, if applicable and utensils, napkins
- Garbage bags

**Take digital photos and create memories.** Collect your guest's emails and send out photos after the game.

**Don't forget to follow up:** Alumni love to stay connected. It is important that you thank them after your event(s) and let them know how they can stay in touch. Because let's be honest, no one likes to just get a letter when folks are looking for money. Keeping your alumni in the loop more will yield positive results for you in the future.

## VEHICLE UNLOADING AND LOADING PERMITS

Required for vehicle entrance to the Mall

Saturday, November 5, 2011

**Note:** No vehicles may be in the Homecoming area on campus before 8:00am. The window for stocking your tent will be a 15-minute unload period between 6 and 4 hour prior to kickoff. All vehicles must be off the mall not later than 1 hour prior to Tents on the Mall start. This area will then be used for queueing the RV tailgate vehicles. "Tents on the Mall" starts at five (5) hours prior to kickoff, followed by the parade at TBA. As such, no vehicles will be allowed back into the homecoming area until post kick-off, TBA. (Hawthorne, East of Cherry, will be designated for service drop off, no parking.)

There is **no parking** on the mall. These permits are for unloading and loading **only**. **Vehicles servicing Tents on the Mall will be allowed to enter from Cherry Avenue only**. Vehicles will unload and load on the Center Strip side **ONLY**.

You may purchase Vehicle Unloading and Loading Permits (Mall Access Permits) for \$2 each through Friday, November 4, 2011. Mall Access Permits **WILL NOT** be sold on game day. There is a **TWO** permit limit per organization.

### To purchase permits by mail:

Complete this form and return with your check payable to: **The University of Arizona**.

Mail to: Customer Relations, Parking and Transportation Services, 1117 E. Sixth Street, Tucson, AZ, 85721 before October 7<sup>th</sup>. Your permit will be mailed to you at the address below.

Beginning Thursday, September 15, Mall Access Permits may be purchased in person or by mail through the Parking and Transportation Services Office. After **Friday, October 14<sup>th</sup>**, Mall Access Permits must be purchased in person at the Parking and Transportation Office.

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NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_  
EMAIL \_\_\_\_\_  
TENT # \_\_\_\_\_  
NAME OF ORGANIZATION ON MALL WITH WHOM YOU ARE AFFILIATED \_\_\_\_\_

# OF PERMITS x COST PER PERMIT = TOTAL \$ ENCLOSED  
\_\_\_\_\_ x \$2 = \$ \_\_\_\_\_

PLEASE LIST BELOW ANY CATERING OR SUPPLY COMPANIES YOU WILL BE USING ON SATURDAY FOR MALL ACTIVITIES.

\_\_\_\_\_  
\_\_\_\_\_

### Office Use Only

Mall Access Permit Numbers Issued: