What are the benefits if my organization hosting an event during GatorNights?
- The event space fee is paid for by GatorNights.
- You will be able to provide information about your organization to the individuals who attend GatorNights.
- Your event will receive extra exposure and marketing.

How many times can my organization host an event/program or table during GatorNights?
- Your organization may host an event in coordination with our organization 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 GatorNights co-sponsor?
- Innovative and Creative events/ideas
- Collaborative ventures that support global understanding and diversity.
- A variety to the events selection of the GatorNights already planned.
- Events that maximize the number of students served compared to the cost of the event
- Events that will work with the theme and centerpieces for the date
- Events that support the missions of the University, J. Wayne Reitz Union, and GatorNights

What are the criteria to host an event during GatorNights?
- Held on a GatorNights Friday between 8:00pm and 12:00am (may or may not include set-up of event)
- Held inside, or around, the J. Wayne Reitz Union.
- Open to all GatorNights attendees and guests rules (with wristband)
- Advertising must include GatorNights logo
- You must complete the Collaboration Request located on the GatorNights website (https://www.union.ufl.edu/ProgramsArtsLeisure/GatorNights/EventHosting), and agree to the hosting policy.
- Once the date and location are confirmed, you will possibly need to meet with Event Services to discuss your set-up needs.
- **Student organizations:** your organization must be a registered student organization in good standing with the University. Please contact the Department of Student Activities & Involvement to verify your eligibility.
- **Student organizations:** you will need to submit and receive a program permit
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. (https://www.union.ufl.edu/EventServices/Policies/TermsConditions) 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 co-sponsor an event with GatorNights until the end of the following semester.

What if we do not receive a permit for our event?
- **Student Organizations**: Your event will be canceled if you do not complete a program permit and receive approval at least 3 weeks before your event date.

How do I ensure my event is on the GatorNights marketing?
- You must have an approved Program Permit before your event will be placed on any GatorNights related material.
- You must confirm your event date/time with the GatorNights Coordinator and complete the Permit by the deadlines below *(Timeline is tentative)*:
  - Monthly Flyer- 1st day of month before event. (example- Event on September 7th, must have information submitted by August 1st)
  - GatorNights Website- 3 weeks, or 15 business days before event
  - Alligator Ad and Union Table Tents- 2 weeks, or 10 business days before event
  - Facebook Event- 2 weeks, or 10 business days before event
- Failure to do so will result in being omitted from all marketing material.