

UC Agriculture and Natural Resources (ANR) Information and Checklist for Valley Rooms Usage

Directional signage is encouraged at the main entrance (request a sign board) and in the Valley room foyers to ensure participants utilize correct meeting room doors. Please only use painters tape or gaffer's tape on surfaces.

Entrance Doors:

If you arrange for "Valley Conference Center" doors to be unlocked during your event, you as the event host must ensure that someone monitors the doors at all times.

If you do not arrange for the "Valley Conference Center" doors to be unlocked, all visitors will be required to sign in at the main entrance.

As an alternative, we have doorbells that can be checked out. You would instruct your participants and caterers to press the doorbell which you can hear in the meeting room, so you could then open the doors for them. p

To Obtain Further Assistance During the Event

This building serves as the offices for Ag & Natural Resources staff, so please do be considerate and do not ask random people for assistance.

Ask Program Support Unit (PSU) staff for assistance with extra chairs, copies, etc. PSU is located on the first floor on the northwest side of the building just inside the interior door to the office from the Sacramento foyer.

Emergency Contacts:

- Facilities Management: Rhett Woerly, 530-908-3213
- Program Support Unit: Sherry Cooper: (530) 917-4268 (cell), texts are best.
- Notify PSU or Facilities Management immediately of any safety hazards.

Office Use Only

Event:

Date:

Event Contact:

Event Onsite Contact:

Pre-Event Walk Through

PSU Staff Person:

Signature of Event Contact: _____

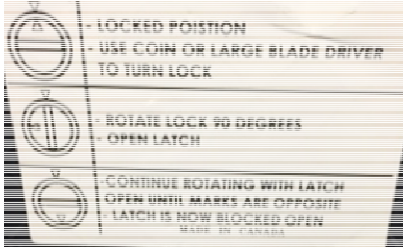
Items that are need of repair:

Post-Event Walk Through

PSU Staff Person:

Signature of Event Contact: _____

Items that are need of repair:

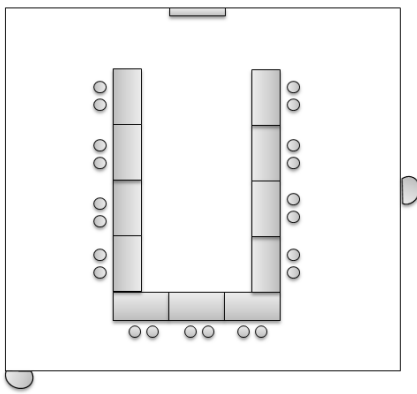
PRE		POST
Set Up		
	<p>Tape: Please only use blue painter's tape or gaffers tape on walls, signage, doors, tables, whiteboards, etc. See PSU if you need appropriate tape.</p> <p>Tables: Tables with grey legs have slipped to the floor during setup in the past, so please keep feet out of the way when flipping tables. Ensure that both handles are pulled out all the way before pushing the tabletop from the horizontal position into the vertical position.</p> <p>Chairs: The chair mover goes under the seat pan on the back side of the green chairs so that the chair mover is fully under the stack. Do not stack chairs over 8 high. Move only as many as you can easily.</p> <p>Electricity: Floor electrical outlets should be in the unlocked position. To open the outlets, push down on the black plastic portion to flip it up.</p> <p>If locked, please ask for PSU for assistance as the locks are easily stripped or broken.</p> 	
Audiovisual		
	<p>Large Screens (on wall):</p> <ul style="list-style-type: none">Controlled by the panel near the doors.<ul style="list-style-type: none">Rooms can be separated or combined by making a selection on the panel.Choose the podium input by pressing the appropriate room location.If an echo occurs and sound is coming from both sound system and monitors, turn down the sound using the controls on the side of the large screens. <p>Computers:</p> <ul style="list-style-type: none">Login Username: .\ANR_GuestLogin Password: ANRpass012011 <p>Updates: PSU staff frequently checks for updates, but when you arrive, please turn the computers on ASAP to ensure that a large update wasn't recently received.</p> <p>Transferring files: Use one of the methods below:</p> <ul style="list-style-type: none">Use USB external drive to transfer to the desktop. Be sure to safely eject your USB at the end of your meeting. <p>At the conclusion of your event, please be sure to:</p> <ul style="list-style-type: none">Delete files from the desktop, folder, email.Reset any computer settings, outputs, sound, and backgrounds to original settings.Turn off the slide advancer. <p>Using other computers:</p> <ul style="list-style-type: none">If you need to use another laptop, unplug the HDMI cord from the monitor/computer on the podium and plug that cord into your computer.	

PRE		POST
	<ul style="list-style-type: none"> If you must use another computer and it does not have a HDMI plug, see PSU for a converter. <p>Microphones: Located in the AV closet of the San Joaquin Room.</p> <ul style="list-style-type: none"> Sacramento Room: Use the mics with a blue label on their base. San Joaquin Room: Mics with no label work in this room. When not in use, microphones should be placed on the chargers in the AV closet. Please use mics rather than talking loudly, especially if another group is in the room next door. Microphones can be less impactful. <p>Laser Pointers/Slide Advancers:</p> <ul style="list-style-type: none"> Laser pointers do not work on the large wall screens. Speakers must use the mouse as a pointer. Please do not use umbrellas, sticks, etc. Turn off the laser pointers and monitors at the end of the day. <p>Telephones: Two digital conference phones are available.</p> <ul style="list-style-type: none"> These are stored in the AV/microphone closet in the San Joaquin Valley room. Phones cannot use the built-in sound system, so is only optimal for smaller sized groups. Phones plug into floor jacks. (See note on electricity under “Set Up” for instructions on the floor jacks). Dial 9 for an outside line. <p>Whiteboards: Three portable whiteboards (2 ft., 6 ft. and 8 ft.) are available.</p> <ul style="list-style-type: none"> Notify PSU prior to your event if you want to use them. Use only whiteboard pens on the boards. Use whiteboard cleaner to erase information at the end of your event. <p>Easels and other equipment: PSU has equipment that can be reserved. Please be sure to let us know so we can ensure that what you need is on hand.</p> <p>ANR branded table drapes (black) are available for your use. Please do not use them for serving food or beverages. Be sure to reserve them if you want to ensure that they’re on hand.</p> <p>Videoconferencing: Cameras are not part of the standard room set up, so any remote video conferencing will probably require additional set up and equipment rentals. Please discuss ASAP with PSU staff if you plan to do videoconferencing.</p> <p>Internet access information is provided on the podia:</p> <ul style="list-style-type: none"> Wireless Name: UCANR_GUEST Wireless Access Key: guest123 	
During the Event		
	<p>Sound Level: The air wall is not soundproof, so please be considerate if a group is using the room next door and try to keep noise levels to a manageable level.</p> <p>Doors: The employee entrance can be unlocked by PSU if your participants would like to go outside on the west side of the building during breaks.</p> <p>Heating/Air:</p> <ul style="list-style-type: none"> Notify PSU if the temperature needs to be adjusted. 	

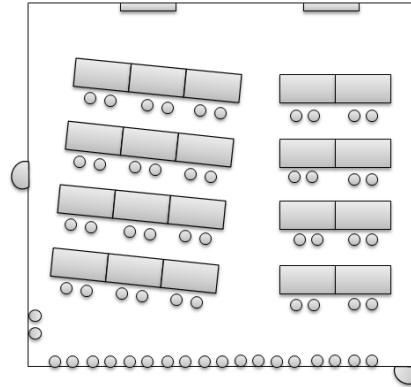
PRE		POST
	<ul style="list-style-type: none"> Please do NOT prop open the conference room doors (it upsets the HVAC) nor the doors to the outside (birds can fly inside). 	
After Your Event		
	<p style="text-align: center;">Clean up</p> <p>Wipe tables and surfaces with yellow colored cleaner in the spray bottle and paper towels located in the kitchen.</p> <p>If spills occur, please notify PSU ASAP, so we can ensure that it's cleaned properly.</p> <p>Food and Beverage: Ensure that all food and beverage has either been picked up by the caterer or all remaining food and beverage has been properly disposed.</p> <p>If catering is late picking up, and you have to leave, notify PSU staff, so we can ensure that it is removed before the end of the day.</p> <p>Refrigerator: Anything left in the fridge or catering kitchen for longer than 24 hours without a label WILL be thrown away.</p> <p>Ice Buckets and Utensils: Wash and dry dishes/ice buckets and put them away.</p> <p>Please wipe all dishes that are placed in the sink so as to not allow any food particles to be in the sinks. There is no trap.</p> <ul style="list-style-type: none"> Kitchen towels are for drying dishes. Please DO NOT use them on the floors for spills unless it can't be avoided. Place used towels in the bucket under the sinks. <p>Carpet Sweeper: If crumbs or bits of paper are on the floor, please sweep the carpet with the floor sweeper in the catering kitchen.</p> <p>Trash – weekend events only: Please remove food waste and containers to the outside receptacles.</p> <p>Floors and Sinks – Catering Kitchen: Keep floors clean and dry. Pick up any dropped ice or sweep it up, as floors become very slippery if ice melts.</p> <p style="text-align: center;">Lost and Found</p> <p>Remove any excess or personal items from podia, tables, floors, etc. Place items in the building's Lost and Found (in the break room) if something does not belong to you.</p> <p style="text-align: center;">Keys and Equipment</p> <p>Return PSU equipment (i.e. keys, easels, laptops, etc.) to PSU staff or appropriate location.</p> <p style="text-align: center;">Securing the building after hours</p> <p>Check the ENTIRE building, including restrooms and dark rooms, before locking doors and setting alarms (for weekend and after hour events).</p> <p style="text-align: center;">Reset the rooms</p> <p>Reset tables and chair to the standard set at completion of your event. See photos below for reference.</p> <p>Sacramento Valley</p> <ul style="list-style-type: none"> U-shaped for 22 	

PRE		POST
	<ul style="list-style-type: none"> • 3 tables at back with 4 tables on each side set inside the back tables). Center the back, center table of the room with the screen first. • Use the black-legged tables and blue chairs <p>San Joaquin Valley</p> <ul style="list-style-type: none"> • Classroom for 40 • 4 rows of 5 tables across – each row to have an aisle in between with 2 tables on side closest to airwall with 3 tables closest to foyer. • Use the grey-legged tables and green chairs. 	
Contact PSU for assistance with the following:		
	<ul style="list-style-type: none"> • Room Set Up • Temperature Control • Keys • Catering Kitchen Access • AV Issues: Phone, Projector, Computer/Laptops, Microphones, etc. 	

Standard Room Setup



**U-Shaped - 24
Sacramento**



**Classroom - 50
San Joaquin**

Valley
p