

Wells Fargo Room Events

Reserving Wells Fargo Room

- Use the browse function in EMS (<https://ems.haas.berkeley.edu/>) to see when Wells Fargo is available.
- Once you find an available time, use the Event Space Request page (under Reservations) to request Wells Fargo. Be sure to include key details such as the number of people you expect and whether or not you'll be serving food.
- This request will be review by the Event Space Management Committee and if there are no conflicting events, the space will be approved for your event.
- NOTE:** When you put in an Event Space Request in EMS, you are requesting the space, not reserving it. You will receive an email from the Event Space Management Committee confirming your reservation or advising you that the space is unavailable. Since Wells Fargo is in high demand, it is helpful to provide alternate dates in your request if you have flexibility.
- If the date that you are interested in is unavailable, email roomres@haas.berkeley.edu to be put on the waiting list for that date.

Wells Fargo Room Features

- The Wells Fargo room can accommodate 112 people.
- It comes equipped with 120 chairs, 14 round tables and 2 rectangular tables. If you need more rectangular tables you can find them on the 2nd floor of Cheit, under the stairs.
- When you reserve Wells Fargo, you are also reserving the Wells Fargo kitchen. The kitchen is equipped with a sink, ice machine and refrigerator.
- Media Services are not built into the room, but you can request a laptop, projector, microphone, whiteboard, etc. through EMS when submitting your request or by emailing resi@haas.berkeley.edu.

Before your event:

- If there is an event immediately before or after your event you may want to coordinate breakdown/set-up with the event organizers.
- If you need Media Services, you can request them through EMS when submitting your room request or by emailing resi@haas.berkeley.edu.
- Decide if you will have volunteers set-up and break down the room or if you want to hire movers Amy Hornstein can advise on moving companies.
- Decide if you need to rent any supplies, such as linens, florals, stage, cocktail tables, etc. If you do, contact Amy Hornstein for vendor recommendations.

On the day of your event:

- Check out a key to Wells Fargo from Facilities in S549 on the day of your event, before 4:30 pm (the key will give you access to the room, the furniture closet and the kitchen).

- When you arrive at Wells Fargo, the room will be empty (unless you have coordinated with the event before yours). Open the furniture closet (door on the left when you enter Wells Fargo) and set-up the room as needed.
- Ensure that Media Services sets up your requested items. There is a phone in the room with their phone number on it if you need to follow-up with them.

After your event:

- Put the garbage in the garbage cans.
- Break down and return any furniture (Media Services will break down their own equipment).
- Lock the door (kitchen and front door) and return keys to Facilities in S549 as soon as possible, during business hours.

Note: Amy Hornstein in the MBA Program Office will arrange for the room to be cleaned after you use it but please leave it in the state in which you found it.

For general advice on event best practices, catering, parking, alcohol permits, etc. please contact Amy Hornstein (amyh@haas.berkeley.edu)