



Sunday, March 9, 2025
12:00 pm – 4:00 pm
Davies Student Center, UW-Eau Claire

CultureFest brings our community together in celebration of culture. Student and community groups proudly share their culture and history with the Eau Claire community. The event is sponsored by the Center for International Education at UW-Eau Claire. We look forward to working with you to put on a wonderful event! This planning packet contains important information and forms to be completed.

All Forms Due: Monday, February 17, 2025

- Form A: Event Application: Description of Activities**
- Form B: Materials & National Flags**
- Form C: Room/Area Set-Up Request**
- Form D: Main Stage Performance Request**
- Form E: Blugold Dining Services Request**

Return all forms to:

Center for International Education
Schofield Hall 003
UW-Eau Claire

or Email: culturefest@uwec.edu

QUESTIONS?

Contact the CultureFest Team

Email: culturefest@uwec.edu

Phone: 715-836-4411

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IMPORTANT DATES AND TIMES

Forms Due Date: Monday, February 17, 2025

Appointments with Chris Henricks (Event Services):

Email: henricca@uwec.edu

Phone: 715-836-2033

**ALL groups are required to email Chris to discuss Form C and room set-up needs*

Appointments with Leah Greenwood (Dining Services):

Email: catering@uwec.edu

Phone: 715-836-4808

ALL groups are required to email Leah to discuss Form E **IF food will be served.*

Saturday, March 8

11:00 am - 6:00 pm

UW-Eau Claire Kitchen Available

Appointments are required to use the Kitchen. Contact catering@uwec.edu to reserve a time to use the Kitchen.

6:00 pm - 8:00 pm

Room/Area Set-Up in Davies Center

ALL Groups must check-in during this time (if setting-up)
Check-In Location: Little Niagara, Room 211, Davies Center
Supplies and Flags available for pick-up

Sunday, March 9: CultureFest

8:00 am

Davies Center Opens

8:00 am - 11:00 am

UW-Eau Claire Kitchen available by appointment only

11:00 am

All groups must have their room finalized for the event

12:00 - 4:00 pm

CultureFest Event

4:00 pm - 5:00 pm

End of Event/Clean-Up

Groups must clean up their room/area and check out before leaving. Groups will be charged by custodial services if their area is not clean.

Return supplies and flags to Little Niagara, Room 211

Groups must be out of the Davies Center by 6:00 pm

CultureFest 2025

FORM A:

EVENT APPLICATION: DESCRIPTION OF ACTIVITIES

DUE: Monday, February 17, by 4:00 pm

SUBMIT TO: Center for International Education, Schofield Hall 3

or email: culturefest@uwec.edu

Group Name/Country: _____

Number of Participants in Your Group (Do not leave blank): _____

Primary Contact Person's Information:

Name: _____

E-mail: _____

Phone: _____

Description of Activities

Please list activities you plan for your space (dances, performances, games, music, etc).

If your group wants to share a room/area with another participating group, please indicate the other group (we cannot make guarantees): _____

Will your group be selling food? Yes No

Will your group be selling cultural items? Yes No

Will your group borrow national flag(s) from the CIE? Yes No

(If yes, please fill out Form B)

Will your group provide us with social media content? Yes No

(Your group would create a promotional video or graphic that would be posted on our CultureFest social media accounts to promote your group.)

What organization or group will be supported by profits earned from sales?*

**Profits cannot be for personal gains. Groups are not allowed to ask for donations from visitors.*

CultureFest 2025

FORM B:

REQUEST: MATERIALS & NATIONAL FLAGS

DUE: Monday, February 17, by 4:00 pm

SUBMIT TO: Center for International Education, Schofield Hall 003

or email: culturefest@uwec.edu

Country/Group Name (Please Print): _____

Primary Contact Person's Information:

Name: _____

E-mail: _____

Phone: _____

Materials:

The Center for International Education will provide certain materials for your group:

- Colored paper slips for guests' names written in your group's language(s)
- Stamp with the name of the language to stamp onto each bookmark slip
 - Example: MANDARIN, SPANISH, KOREAN
- 2 Tri-Fold poster boards
- Up to 30 Sample cups

None of these materials are mandatory to use but are encouraged. If you do not plan to use these materials, please write '0'.

Stamp language: _____

Color of Bookmarks: _____

Number of Tri-fold poster boards (up to 2 provided): _____

**You may pick these up from the Center for International Education*

Number of sample food cups (approximate): _____

Note: There are arts and crafts materials available to student organizations in the University Activities Commission (Davies 220)

National Flags: On the back of this form are national flags that are available for your organizations use. Please circle the flags you would like to borrow.

National Flags: Flags are 4 feet by 6 feet (1.2m by 1.8m), come with stands, and cannot be removed from the poles. Flags and flag stands must be picked up during set-up of event from a CultureFest staff member from the Little Niagara Room (211) of Davies Center. **Flags and flag stands must be returned to CIE as you received them (rolled and folded).**

Please circle or highlight the national flag(s) you would like to borrow:

Albania	Guinea	Peru
Algeria	Guyana	Philippines
Argentina	Haiti	Poland
Australia	Hong Kong	Puerto Rico
Austria	Hungary	Qatar
Azerbaijan	Iceland	Romania
Bahamas	India	Russia
Bahrain	Indonesia	Saudi Arabia
Bangladesh	Ireland	Scotland
Belarus	Israel	Serbia
Belgium	Italy	Singapore
Bolivia	Jamaica	Slovakia
Bosnia and Herzegovina	Japan	Slovenia
Brazil	Jordan	South Africa
Bulgaria	Kazakhstan	South Korea
Cambodia	Kenya	Spain
Cameroon (2)	Kosovo	Sri Lanka
Canada	Laos	Sudan
Catalonia	Latvia (2)	Sweden
Chad	Lebanon	Switzerland
Chile	Liberia	Syria
China	Lithuania	Taiwan (2)
Costa Rica	Luxembourg	Tajikistan
Colombia	Macedonia	Tanzania
Congo	Malawi	Thailand (2)
Croatia	Malaysia	The Netherlands
Cyprus	Mexico	Tunisia
Czech Republic	Minnesota	Turkey
Denmark	Moldova	Uganda
Egypt	Mongolia	United Arab Emirates
El Salvador	Montenegro	United Kingdom
England	Morocco (2)	United Nations (UN)
Estonia	Mozambique	Uruguay
Ethiopia	Myanmar	USA
Finland	Nepal	Uzbekistan
France	Nicaragua (2)	Venezuela
Gambia	Nigeria	Vietnam (2)
Germany	Norway	Wales
Ghana	Oman	Wisconsin
Greece	Pakistan	Yemen
Guatemala	Panama	Zambia

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FORM C:

ROOM/AREA SET-UP REQUEST

DUE: Monday, February 17, by 4:00 pm

**SUBMIT TO: Center for International Education, Schofield Hall 3
or email: culturefest@uwec.edu**

Email Chris Henricks (henricca@uwec.edu) at Event Services to discuss your set-up needs.

Country/Group Name (Please Print): _____

Room/Area Assigned (See map attached): _____

Contact Person's Name (Please Print): _____

Phone: _____ Email: _____

Will your group be serving food? Yes No

Will your group be using audio/visual equipment? Yes No

Below is a list of the equipment you may use from Event Services in your room. Please put the number of tables, chairs, etc. that you plan to use on the spaces below.

Please let Chris Henricks (henricca@uwec.edu) know if you need more than one microphone, background music, and projection for performances in your room.

Equipment:

183 cm (6 foot) rectangular table

153 cm (5 foot) round table

61 cm diameter (2 foot) round table

Chairs

Easels (limited availability)

Sign Standards (limited availability)

Table Covers (Number needed)

AV Equipment:

Sound/Speakers

Screen

Projector

Laptop/Computer

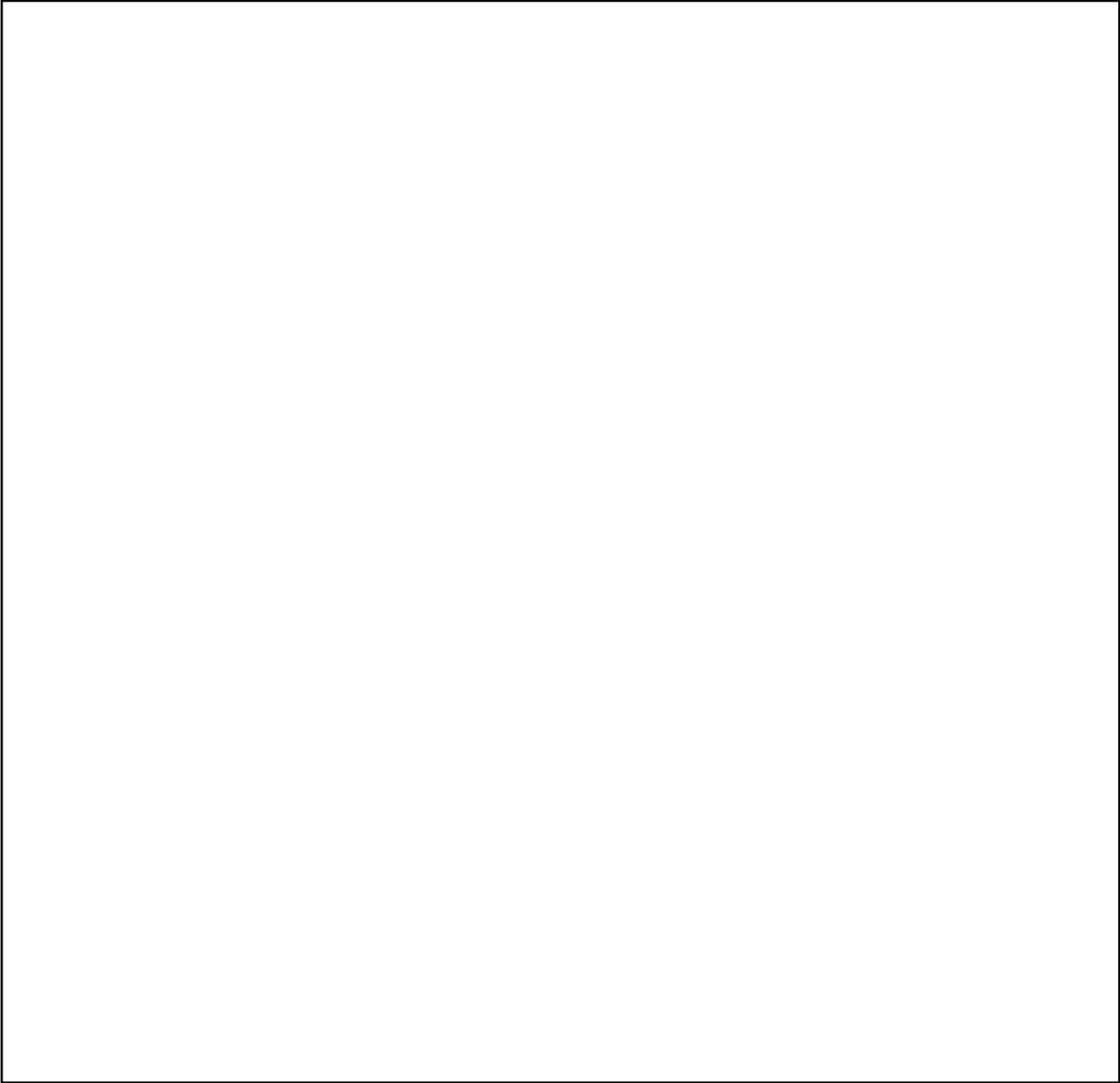
Microphones (Number)

Bringing own laptop

**Please bring a flash-drive or email if
you have a Presentation or
PowerPoint!**

VERY HELPFUL: Please use the space below to draw the arrangement of your room/area.

Arrangement of your Room/Area



DAVIES CENTER ROOM & EQUIPMENT REQUEST INFORMATION SHEET:

QUESTIONS?

Contact Chris Henricks, Event Services

henricca@uwec.edu, 715-836-2033, Davies Center 240

Reserving Equipment – Groups must submit Form C to reserve tables, chairs, and ALL other equipment. *Equipment requests cannot be made on the Saturday or Sunday before the fair.* Please be considerate of other groups' equipment needs, and do not reserve equipment that you will not use.

Tables and Chairs – Tables and chairs will be placed in your room as requested on your forms by the Davies Center setup crew. If you wish you can provide with a diagram and the setup crew will set it accordingly. You may rearrange the room. Additional tables of various sizes *may* be available. Please do not take additional tables or chairs from Davies without contacting the Davies Center setup crew first. **The phone number is 715-480-2260.**

Sound Systems – All microphones/audio visual equipment will be set up on Sunday morning. When your system is set up, please test it to make sure it is working properly or contact the audio/visual staff person to show you how to properly use the equipment. If the equipment breaks, it will be your group's responsibility to pay for the repair or replacement. Event Services staff will remove the equipment following the event.

Decorations/Displays - **Only Blue Painter's tape should be used to hang items on walls.** Do **NOT use nails, tacks, scotch tape or duct tape to hang items on the walls, curtains, screens or windows.** Do not remove or deface permanent articles in rooms (i.e. clocks, screens, curtains). If you are using permanent markers or paints as part of your program, please make sure that you cover the tabletop with paper or plastic to protect the surface.

Please do not move furniture or take plants, lamps, or other items without asking the building manager first. You may not attach crepe paper, ribbons, piñatas or any other decorations to the chandeliers.

Food Preparation - Davies Center has floor carpets in many of the rooms, so we request that you please take proper care in the preparation and serving of food. Make sure that you contact Blugold Dining Services for instructions regarding the storage and proper food temperatures; **failure to do so could possibly result in the Health Department canceling our event for the remainder of the day.**

Electrical Needs - Since many different types of cooking and audio-visual equipment will be used, there is a possibility of shorting the circuits – please do your best to avoid overloading the same circuits. It is possible that we may have to readjust your room setup to meet your needs.

Heavy Duty Extension Cords/ Power Strips – We are unable to supply them for this event, so please bring them from your homes, as we do not have enough to meet your needs.

Safety – It is very important that we maintain a safe event. Please be alert to the placement of cooking areas, extension cords, etc. This is important to avoid the fire alarms being activated, and/or guests being burned or someone tripping over your display/cords. Candles and incense must be approved before they can be used in the various rooms – contact Christine Henricks for permissions.

Alcoholic beverages are NOT allowed at CultureFest.

Event Production Crew - Are present throughout the setups, actual event and teardown. They will wear black "CREW" t-shirts and carry radios. If you need any type of assistance or have questions, please go to the Campus Information Desk and ask them to meet you in your room; or contact CIE staff or interns. They will have access to a radio.

Setting-up – Your rooms have been reserved from 6:00 pm – 8:00 pm on Saturday night for your group to start setting up (except the featured presentations). When you are ready to go home on Saturday, contact the Event Production Crew and they will lock up your area – this will not be unlocked again by anyone until you request it on Sunday morning. The building will be open on Sunday at 8:00 a.m., and we will unlock your area as requested.

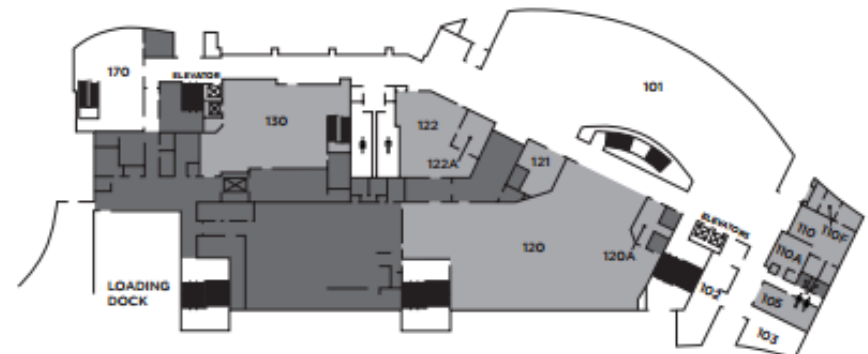
Tearing-down – **You must remove all of your items from all areas on Sunday night by 56:00 pm** (this includes all posters/tape from walls, decorations you no longer want, etc.). You must pick up all litter and debris, as well as wipe off all tables and chairs. Cleaning supplies and vacuums will be available in the Ojibwe Pre Function area by the 3rd Floor Bathrooms around 4:00pm. You are not required to reset the rooms in any special fashion.



LEVEL 3



LEVEL 2



LEVEL 1

DINING

- Dulany Inn122
- Green Bean.....105
- Heritage122A
- Intermezzos Café120A
- Marketplace.....120
- Blu Flame Grill
- D'Italia
- Erbert and Gerbert's Bistro
- Mongolian Grill
- The Skillet
- Soup & Salad
- Susie's Simply-to-Go.....121

MEETINGS + PROGRAMS

- Alumni.....350
- The Cabin.....170 + 270
- Centennial320
- Centennial A320A
- Centennial B320B
- Chancellors.....311
- Council Oak.....260
- Dakota Ballroom.....340
- Dakota.....340
- Dakota A.....340A
- Ho-Chunk.....320E
- Little Niagara.....211
- Menominee.....320F
- Mohican.....310
- Ojibwe Ballroom.....330
- Ojibwe.....330
- Ojibwe A.....330A
- Ojibwe B.....330B
- Ojibwe C.....330C
- Oneida.....320D
- Potawatomi.....320C
- Woodland Theater.....328

SERVICES

- University Bookstore.....130
- Instructional Resource
- Rental Department.....230
- Service Center110A
- Bank.....110F
- Blugold Card Services.....110

LOUNGES

- Blugold Living Room.....201
- Dining.....101
- Lounge.....229
- Maple102 + 103
- Media Lounge.....210
- Oasis266
- Terrace ..201D + 201E + 201H + 301

OFFICES

- Administration240
- Blugold Dining.....250
- Event Services240
- Student Organizations and Leadership Center.....220
- Activities, Involvement and Leadership.....222
- Student Organizations.....220
- Student Senate.....220
- Workshop.....220P

DAVIES



CENTER



University of Wisconsin
Eau Claire

CultureFest 2025

FORM D:

MAIN STAGE PERFORMANCE REQUEST (Performing Groups ONLY)

DUE: Monday, February 17, by 4:00 pm

SUBMIT TO: Center for International Education, Schofield Hall 3

or email: culturefest@uwec.edu

***This form is ONLY for performances on our main stage on the 1st Floor of the Davies Center. You do not need to complete this form if your group is only performing in your room.**

Email Tyler Edmondson (edmondm@uwec.edu) at Event Services to discuss your performance needs.

Country/Group Name (Please Print): _____

Contact Person's Name (Please Print): _____

Phone: _____ Email: _____

How many performers will be on stage at once? _____

How many performances/songs will your group have? _____

How long is the performance(s)? _____

Titles of each performance? _____

Will your group be using audio/visual equipment? Yes No

Will your group need hands-free microphone(s)? Yes No

How many microphones will your group need at once? _____

**If you need to play music for your performance, please either email a music file or save the music on a thumb drive and submit to Tyler Edmondson at the same time with this Form. Please make sure this music is ready to play, we are not responsible to provide music for you.*

***Note:** There will be a changing room provided. Please let us know if you will need one.

**INFORMATION SHEET:
MANDATORY PRACTICES FOR
PREPARATION & TRANSPORTATION OF FOOD
QUESTIONS?**

Contact Leah Greenwood, Blugold Dining Services
catering@uwec.edu, Davies Center 250, 715-836-2632,

The following are mandatory practices as ordered by the Public Health Department. Event Services, Blugold Dining Services and the Center for International Education have listed below some practices that you are required to follow regarding bringing food to the CultureFest, in an effort to prevent food borne illnesses. A member of the Health Department may inspect your group and your food on the day of CultureFest.

- ◆ Wash your hands frequently when preparing food—especially between working with raw foods and cooked foods.
- ◆ Dry hands with disposable toweling only. Do not use cloth towels.
- ◆ Wash all utensils and surfaces with soap and water after using them to prepare raw foods, and before using them to work with cooked or ready to eat foods.
- ◆ Wash raw vegetables with cold running water; use a brush, if necessary, to remove all visible soil.
- ◆ Maintain cold foods at 40 degrees Fahrenheit or less and hot foods at 150 degrees Fahrenheit or more.
- ◆ Transport cold foods directly from the refrigerator to event and/or transport hot foods directly from stove/oven to event.
- ◆ Do not let food stand at room temperature (or warmer) for any length of time.

YOU MUST CLEAN THE KITCHEN AFTER YOU ARE FINISHED USING THEIR EQUIPMENT

CultureFest 2025

FORM E:

BLUGOLD DINING SERVICES REQUEST

DUE: Monday, February 17, by 4:00 pm

SUBMIT TO: Center for International Education, Schofield Hall 3 or
email: culturefest@uwec.edu

Email Leah Greenwood (catering@uwec.edu) at Blugold Dining Services to discuss your food plans and needs.

Country/Group Name (Please Print: _____)

Contact Person's Name (Please Print: _____)

Phone: _____ Email: _____

Room/Area Assigned: _____

Will your group need to use the kitchen at all to prepare food? Yes No

Will your group need to borrow equipment in the kitchen? Yes No

Will your group be needing to purchase ingredients through dining services? Yes No

Will your group bring pre-cooked food to store in the Kitchen? Yes No

- UW-Eau Claire's Main Kitchen will be available for use on Saturday, March 8 from 11:00 am to 6:00 pm and Sunday, March 9, from 8:00 am to 11:00 am. **Appointments are required to use the kitchen.** Email catering@uwec.edu to schedule your time to use the Kitchen.
- You MUST give Blugold Dining Services a copy of your food for sale and food demonstration items (if any) so they can help you determine what and how much equipment will be needed. Chafers may be limited due to group needs. All groups using chafers will be charged per sterno.
- You will be responsible for bringing all food supplies/ingredients for your food items. Refrigeration is available upon request, but microwaves cannot be used.
- **You are responsible to bring your own items (plates, silverware, etc.), or purchase them from Dining**

- You may reserve hot & cold units to keep your food hot or cold. Coffee urns are NOT to be used for anything other than water, coffee or tea—not hot chocolate or any sauces!
- You must throw out garbage, wipe countertops, and wash your used equipment, pots and pans.
- Any food that is stored in the kitchen must be labeled on the racks. You must clear out ALL food in the kitchen by 5pm. Any food left behind will be tossed the following morning by staff.
- All items purchased from Blugold Dining Services must be paid for with a debit or credit card on file with Blugold Dining Services. To order these items, please contact Leah Greenwood at catering@uwec.edu.
- **Bring cash for providing exact change to buyers.** We suggest that you price items for sale using only whole numbers. E.g. \$1 instead of \$0.75. You will be responsible for providing exact change to buyers.
- Equipment requested will be put in rooms on Saturday evening. More equipment will be available if needed. There will be a charge for equipment that is not returned to the kitchen after the event.

**You may also bring your own containers and appliances*

<u>EQUIPMENT AVAILABLE</u>	<u>PAPER SUPPLIES AVAILABLE FOR PURCHASE</u>
<input type="checkbox"/> Punch bowls	(The use of glass dishes is discouraged)
<input type="checkbox"/> Bowls	<input type="checkbox"/> 6" x 9" Paper plates
<input type="checkbox"/> Platters	<input type="checkbox"/> Napkins
<input type="checkbox"/> Chafer (to keep food hot)	<input type="checkbox"/> Linen Rental (\$ cost associated)
<input type="checkbox"/> Full Size <input type="checkbox"/> Half Size	<input type="checkbox"/> Plastic Service Gloves (required to serve food)
<input type="checkbox"/> Round <input type="checkbox"/> Oval	<input type="checkbox"/> Styrofoam cups (8 oz)
<input type="checkbox"/> Air voids (large container to keep food cold)	<input type="checkbox"/> Forks, Knives, Spoons (plastic)
<input type="checkbox"/> 5 gallon <input type="checkbox"/> 2 ½ gallon	<input type="checkbox"/> Sternos (\$ cost associated)
<input type="checkbox"/> Coffee Urns- 2 ½ gallon	
<input type="checkbox"/> Serving Utensils- tongs, forks, spoons, ladles	

***Please list your menu below.**

