

Recognized Student Organization Event Planning Checklist

Revised 10/06/23

Task	Form Links	Submit To and Timeline
Step 1: Gather Date, Time Location		
<p>Have your Student Event Coordinator (SEC) check 25Live Pro for reservable/available space.</p> <ul style="list-style-type: none"> Student Center - You may need to pay a building manager fee depending on location/date. Quad- Be specific on which spot you want i.e. Quad Lawn, a certain booth space, etc. Snider Hall- You'll need to pay for event technicians. (No food permitted) South Dining- You will pay to flip the room to any other layout than the default. (You <u>can</u> have outside food in <u>ONLY</u> South Dining. If you have food in Main Dining, it must come from Chartwells). 	<p>25Live Pro</p>	<p>25Live Reservation needs to be submitted for these types of student gatherings:</p> <p>~ RSO Meeting (members only) 3 business days in advance, at least.</p> <p>~ RSO Activity (Campus Community: Students (and guests)/Staff/Faculty) 10 business days in advance, at least. Tabling is included as an activity.</p> <p>~ RSO Event (Open to Campus Community <i>and</i> General Public (<i>Off Campus Attendees</i>)) 1 month or more in advance, at least.</p>
Step 2: Attendance and Day-Of Details		
<p>Who will be attending the event? Indicated in 25Live.</p> <ul style="list-style-type: none"> Students Elected Official Staff Public/Community Faculty Speaker/Performers 	<p>25Live Pro</p>	<p>This information is submitted online via the 25Live reservation system.</p>
<p>Who is the day of event contact? Who is the person in charge of the event that can answer questions if needed? This information will also be in your Facilities Work Order, if needed.</p>	<p>25Live Pro</p>	<p>This information is submitted on the 25Live reservation. Please list the contact in charge and an alternate.</p>
<p>Is this a Physical Activity? Playing flag football, dance, lip-syncing, talent show, etc.</p>	<p>Certificate of Insurance (COI) Requirements</p>	<p>Safety and Risk Management risk@csustan.edu</p> <p>All insurance requirements, with Additional Insured if needed, must be submitted at least two weeks prior to your event.</p>
<p>Will you have any outside vendors? Will you have or be using a dunk tank, bounce house, cotton candy/popcorn/snow cone machine, etc.?</p>	<p>Submit IN-PERSON: Vendor 204 Form</p> <p>Submit via EMAIL: Certificate of Insurance (COI) Requirements</p>	
<p>Will you have Performer(s)?</p> <ul style="list-style-type: none"> Business, Individual, or Student? Performing or Teaching? DJ or Band? <p>Anytime you have an agreement or contract with a vendor to perform a service, it must be reviewed. How is the vendor being paid? Is there a receipt, agreement or contract involved?</p>	<p>Submit IN-PERSON: Vendor 204 Form Performer Contract Vendor Quote or Invoice</p> <p>Submit via EMAIL: Certificate of Insurance (COI) Requirements</p>	
Step 3: Parking, Facilities, and Equipment		
<p>Will you need parking? Recognized Student Organizations aren't exempt from parking fees, but you can request a parking moratorium and pay for a lot as needed.</p>	<p>Parking Guide</p>	<p>This information is submitted on the 25Live reservation. Email Baltazar Reyes: Parking Officer at breyes@csustan.edu with the following information: Chart string account to bill the RSO ASI Account OR If you wish to pay at the University Police please provide the front office with the date, time and lot you wish to pay the parking fee.</p>
<p>Will you need equipment provided by University Student Center (SC) that is not in 25Live (i.e., stage, sound, podium etc.)?</p>	<p>Student Center Equipment and Fees</p>	<p>University Student Center Student Center Reservations scconferenceevent@csustan.edu Please make sure your reservations are in 25Live in advance depending on the event type.</p>

<p>If your event is outside of the Student Center and Quad, and you need tables, chairs, awnings, or a different room layout, you will request those resources through your 25Live reservation. **RSOs cannot move the layout of a room on their own. **</p> <p>In the reservation, choose a layout if you want something different than the default layout. Then attach the room layout to your 25Live reservation when complete.</p>	<p>25Live Pro</p>	<p>You can utilize the Facilities Work Order Template before you create your reservation to know what you'll be asked.</p>
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Step 4: Will you have Food at your event?

<p>Where will the food come from? Option 1: On-Campus Food Provider (Warrior Eats) Option 2: Off- Campus Food Provider (Costco, Safeway, etc.)</p>	<p>ON CAMPUS: Order Chartwells Contactless Catering</p> <p>OFF CAMPUS: Food Safety Review Form</p>	<p>ON CAMPUS: If you have questions, please connect with Melissa Gonzales, General Manager m.gonzales@compass-usa.com</p> <p>OFF CAMPUS: Please connect with Student Leadership and Development Student Organization Events Intern at sldstudentorgs@csustan.edu</p>
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<p>Will this event be a potluck? A potluck is defined as everyone brings a dish, pays out of their own pocket, and is eating at their own risk.</p>	<p>No forms are needed</p>	<p>Student Organization funds cannot be used.</p>
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<p>Will the organization be OPEN to the General Public with no pre-registration AND include food from an OFF-CAMPUS provider? (i.e. restaurant, Costco pizza, etc.). See Food Policy</p>	<p>County Temporary Food Permit (TFP) Temporary Food Facilities Operator's Guide</p>	<p>Complete a County Temporary Food Permit form (TFP) to request approval at least 10 business days prior.</p>
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**STEP 5: Attend a S.A.F.E. meeting to discuss the event.
Make sure you have reviewed Steps 1-3 before attending a S.A.F.E meeting.**

<p>Please RSVP on to be added to the S.A.F.E. meeting agenda. S.A.F.E meetings are Virtual and held every week on Thursday, 10:00-11:00 a.m. **Organizations hosting "Events" are required to attend a S.A.F.E. meeting. **</p>	<p>For assistance email the SLD Student Events sldstudentevents@csustan.edu</p>	<p>Your organization will be required to present your event details. Departments such as Safety & Risk, Facilities, SLD, and the Student Center reservations team will be present to help assess the details of your event.</p>
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