



## EVENT PLANNING CHECKLIST

Task	Form Links	Submit TO and Timeline
<b>Step 1: Gather Date, Time Location</b>		
<input type="checkbox"/> <b>Have your Student Event Coordinator check 25Live Scheduler for reservable/available space.</b> REMEMBER: <ul style="list-style-type: none"><li>~ <b>FDC</b>- You'll need to pay for an event monitor</li><li>~ <b>Snider</b>- You'll need to pay for event technicians. (No food permitted)</li><li>~ <b>Main &amp; South Dining</b>- You will pay to flip the room to any other layout than the default. (You <u>cannot have any outside food</u> in these rooms. If you have food, it must come from Chartwells).</li></ul>	<a href="#">25Live Scheduler</a>	25Live Reservation needs to be submitted: <ul style="list-style-type: none"><li>~ <b>Meeting</b> (members only)- <b>3 days in advance</b>, at least.</li><li>~ <b>Activity</b> (Campus Community)- <b>2 weeks in advance</b>, at least.</li><li>~ <b>Event</b> (Campus/Public)- <b>1 month in advance</b>, at least</li></ul>
<b>Step 2: Attendance and Day-Of Details</b>		
<input type="checkbox"/> <b>Who will be attending the event (indicated in 25Live)?</b> <ul style="list-style-type: none"><li>~ Students      ~ Elected Official</li><li>~ Staff            ~ Public</li><li>~ Faculty         ~ Invited Guests</li></ul>	<a href="#">25Live Scheduler</a>	This information is submitted online via the 25Live reservation system.
<input type="checkbox"/> <b>Who is the day of event contact?</b> Who is the person in charge of the event that can answer questions if needed?	<a href="#">25Live Scheduler</a>	This information is submitted on the 25Live reservation. You should <b><u>always have two people to contact</u></b> for the event. The person in charge and an alternate.
<input type="checkbox"/> <b>Is this a Physical Activity?</b> Playing flag football, dance, Lip Syncing, etc.	<a href="#">Event Detail Summary Form</a>  <a href="#">Certificate of Insurance (COI) Requirements</a>	Submit to: <b>Julie Anaya</b> , Student Organizations & Fraternity/Sorority Life Coordinator, Student Leadership and Development  All insurance requirements, with <b>Additional Insured</b> if needed, must be submitted <b><u>at least two weeks prior to your event.</u></b>
<input type="checkbox"/> <b>Will you have any outside vendors?</b> Will you have or be using a dunk tank, bounce house, cotton candy/popcorn/icee machine, etc.?	<b>Submit IN-PERSON:</b> <a href="#">Vendor 204 Form</a> Vendor Quote  <b>Submit via EMAIL:</b> <a href="#">Certificate of Insurance (COI) Requirements</a>	Submit to: <b>Julie Anaya</b> , Student Organizations & Fraternity/Sorority Life Coordinator, Student Leadership and Development  All insurance requirements, with <b>Additional Insured</b> if needed, must be submitted <b><u>at least two weeks prior to your event.</u></b>
<input type="checkbox"/> <b>Will you have Performer(s)?</b> <ul style="list-style-type: none"><li>• Business, Individual, or Student?</li><li>• Performing or Teaching?</li><li>• DJ or Band?</li></ul>	<b>Submit IN-PERSON:</b> <a href="#">Vendor 204 Form</a> <a href="#">Performer Contract</a> Vendor Quote <b>Submit via EMAIL:</b> <a href="#">Certificate of Insurance (COI) Requirements</a>	Submit to: <b>Julie Anaya</b> , Student Organizations & Fraternity/Sorority Life Coordinator, Student Leadership and Development  All insurance requirements, with <b>Additional Insured</b> if needed, must be submitted <b><u>at least two weeks prior to your event.</u></b>

Step 3: Parking, Facilities, and Equipment		
<div><input type="checkbox"/> <b>Will you need parking?</b> Recognized Student Organizations aren't exempt from parking fees, but you can request a parking moratorium and pay for a lot as needed.</div>	<div><a href="#">Parking Guide</a></div>	<div>~ Contact <b>Baltazar Reyes</b>, Parking Officer at 209/667-3114 <a href="mailto:breyes@csustan.edu">breyes@csustan.edu</a> 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.</div>
<div><input type="checkbox"/> <b>Will you need equipment provided by University Student Center (SC) that is not in 25Live (i.e. stage, grill, sound, etc)?</b></div>	<div>SC Equipment <a href="#">Stage</a> Quad Equipment <a href="#">Grill(s)</a> <a href="#">Sound</a> <a href="#">Tables and Awnings</a></div>	<div>University Student Center <b>Lyzs Guzman</b> Please make sure your reservations are in 25Live or submitted to the department <b>at least 14 calendar days before your event.</b></div>
<div><input type="checkbox"/> <b>*If QUAD equipment (tables, chairs, awnings) are not available, you need equipment for other locations, OR you want to change the layout of a reserved room, you will need to submit a Facilities Work Order. RSOs cannot move the layout of a room on their own.</b></div> <div>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.</div>	<div><a href="#">Facilities Work Order</a>  <a href="#">25Live Scheduler</a></div>	<div><b>Submit to front desk in Facilities, IN-PERSON.</b> Please remember to:  ~ Make a copy for yourself ~ Include the layout of the room ~ Be on the lookout for an estimate if you chose to have one sent to you.</div>
STEP 4: Attend a S.A.F.E. meeting to discuss the event.		
<div><input type="checkbox"/> RSVP to a S.A.F.E meeting on WarriorHub. Meetings are always on <b>Thursday, 9:00-10:00 a.m. in MSR 130C.</b></div>	<div><a href="#">WarriorHub</a> <a href="#">Event Detail Summary Form</a></div>	<div>This is an opportunity for you to present your event details to all departments who help to make your event successful i.e. Safety &amp; Risk, Facilities, SLD, Contracts, etc.</div>
Step 5: Food		
<div><input type="checkbox"/> Will you be using Chartwells on campus dining?</div>	<div><b>No forms are needed</b></div>	<div>You'll need to connect with: <b>Ryan Verble</b>-Catering Manager 209-667-3631 <a href="mailto:Ryan.verble@compass-use.com">Ryan.verble@compass-use.com</a></div>
<div><input type="checkbox"/> Will this event be a potluck?</div>	<div><b>No forms are needed</b></div>	<div>No Student Organization funds can be used</div>
<div><input type="checkbox"/> Would you like to use an off campus food provider? (i.e. restaurant, Costco pizza, etc). See <a href="#">Food Policy</a></div>	<div><a href="#">Temporary Food Permit (TFP)</a></div>	<div>Complete a <b>Temporary Food Permit form (TFP)</b> to request approval <b>at least 10 business days prior.</b> You will receive a response and be informed if it will count as one of your four academic year <b>Temporary Food Permits (TFPs).</b></div>