
Event Planning 101

— Office of Student Engagement —

Purpose:

- Help student clubs & organizations understand proper Event Planning Policies & Procedures
- Introduce students to the new Event Registration Process as well as Campus Partners
- Support student clubs & organizations by answering any questions they may have

Campus Partners:

- Special Events & Guest Services
- Santos Manuel Student Union
- Environmental Health & Safety
- Risk Management
- Office of Student Engagement
- Facilities
- University Police Department


How to Plan Your Event

- 1) Get all of the details of your event such as what type of event is it, location, date, time, food, marketing, outcomes, purpose, etc.
- 2) Reserve your space via the Event Management System App
- 3) Submit your Event Permit form via Coyote Connection
- 4) Stay communicated with campus partners to ensure that everything is good to go for your event!

If you feel as though you need any further support, please meet with the Office of Student Engagement!



Event Management System

 **CSUSB Events**

- HOME
- CREATE A RESERVATION
- MY EVENTS

BROWSE

- EVENTS
- LOCATIONS

LINKS

- CSUSB Home Page
- Santos Manuel Student Union
- Special Events & Guest Services
- Environmental Health & Safety

MY HOME

My Reservation Templates

Faculty/Staff - Book a Room/Space (Non-SMSU)	book now	about
Request Furniture/Equipment	book now	about
Book a Room in the SMSU for a Campus Department	book now	about
Book a Display Case or Sandwich Board Space	book now	about

My Bookings

OCTOBER 8, 2018 [SEARCH](#)

[Day](#) [Month](#) [Date](#) ▾

[Previous](#) [Today](#) [Next](#)

Pacific Time [PT]

CoyoteConnection

Organization Tools ^

 Roster

 About

 Events 

 News

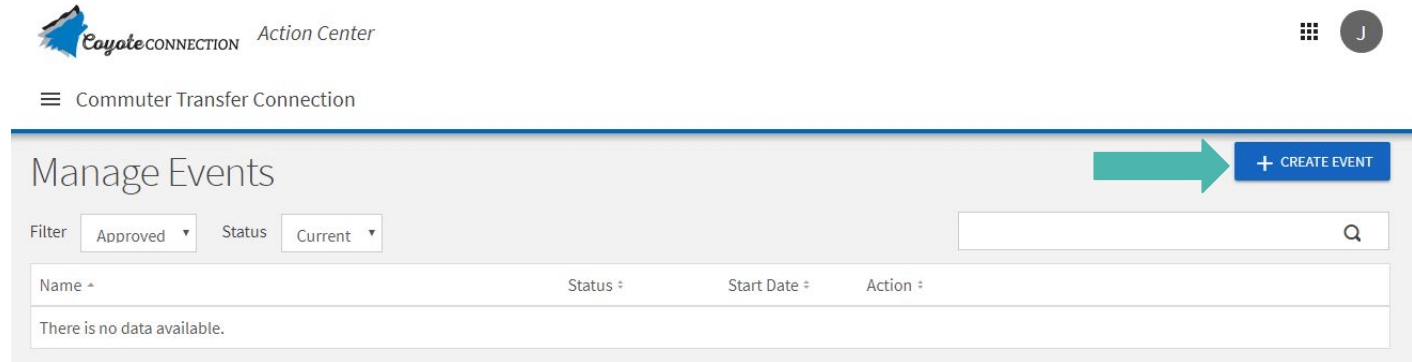
 Gallery



 Documents

 Forms

 Elections

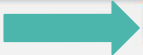
Via CoyoteConnection, you will submit your Event Permit form by letting us know all of the aspects of your event. Once your event form has been **APPROVED** by the Office of Student Engagement, your event will be featured on the CoyoteConnection home page & calendar!



 *Action Center* 

☰ Commuter Transfer Connection

Manage Events

 [+ CREATE EVENT](#)

Filter: Status:

Name	Status	Start Date	Action
There is no data available.			

Santos Manuel Student Union

SU 223

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Santos Manuel Student Union

Things to know:

- Events can be scheduled by the Presidents, Vice Presidents, & Treasurers
- Event attendance must be at least 51% CSUSB Students
- Minor events must be schedule **2 weeks** prior to the day of the event
- Major events must be schedule **4 weeks** prior to the day of the event
- Cancellations must be made **5 days** prior to the day of the event & **10 days** for major events
- You will be penalized for no-shows!



Santos Manuel Student Union

Spaces Available:

- Event Center A, B, & C
- Skyboxes (207/208 & 210/211)
- Fourplex (215, 216, 217, & 218)
- Bay
- Lobby
- Fourplex Patio

Resources:

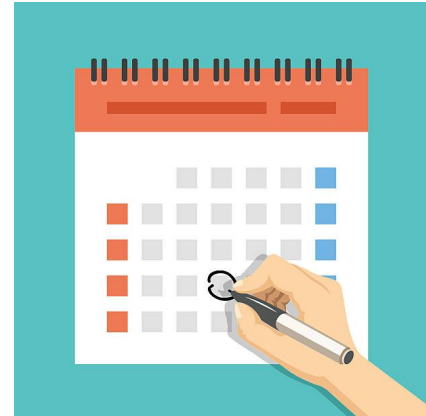
- Microphones (cabled, wireless, earpiece, lapel, podium)*
- Smart Systems*
- Furniture*
- Lighting*
- Dance Floor*

*Might have additional cost

Santos Manuel Student Union

Things to consider when booking an event:

- Furniture/equipment set-up
- At least one organization officer must be present at your event
- Food: Sodexo or outside vendor?
- Decorations: nothing taped to walls, no confetti, glitter, rice, or open flames
- Make sure you are booking your space far enough in advance!



Special Events & Guest Services

MC 107

csusb.edu/special-events

909.537.3326

Special Events & Guest Services

Manages reservations for all locations EXCEPT:

- SMSU
- Rec & Wellness
- Housing
- Private Labs/Spaces



Special Events & Guest Services

Things to know:

- Min. **4 weeks** with any request (larger events require more time)
- Classrooms cannot be altered (no moving/rearranging desks/chairs)
- Each club must complete their own set ups, breakdowns & clean ups
- No open flames, confetti, red punch, tape on walls, glitter, etc.
- \$25 fee if the room is not left the way it was found
- Make sure to cancel your event with proper notice
- Avoid fees by booking in normal operating hours
- There are potential costs associated with table & chairs rental

Environmental Health & Safety

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Food Sales on Campus

- Must have completed a Food Event Notification located on the EHS Website under forms
 - ONLY PREPACKAGED FOODS OR DRINKS WILL BE SERVED
 - OFF CAMPUS VENDOR
 - FOOD TRUCK
 - FOOD PREPARATION AT BOOTH
- One person must have a valid food handler's card from a county. Except for Food preparation at booth must have a serve safe manager's certificate as well.
- County Health Permit must be provided for:
 - OFF CAMPUS VENDOR
 - FOOD TRUCK
 - FOOD PREPARATION AT BOOTH
- Must be completed at least 7 days prior to the event no exceptions.

EHS Food Event Notification Form

Food Event Notification Form

View **Results**

Section Access: *Environmental Health and Safety*

General Information about your event

NAME (ORGANIZATION)

EVENT TITLE

EVENT DATE

 Oct 16 2018 

EVENT LOCATION:

START TIME *

Hour : 00 am pm

END TIME *

Hour : 00 am pm

"My signature confirms that I have read the information on Food Sales/Service on Campus and fully understand that it is my responsibility to maintain a safe operation to help protect the health of the campus community and/or the public. I agree to comply with all requirements established by the State of California for serving food and/or beverages. If I do not understand a requirement or if I need information on the requirements, I will contact the CSUSB Environmental Health and Safety Department or the San Bernardino County Department of Environmental Health. If I fail to comply with the requirements I understand that my operation may be closed immediately by campus or San Bernardino County authorities."

<https://www.csusb.edu/ehs/forms>

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Risk Management

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About Risk Management

Purpose:

To reduce losses without unnecessarily limiting activities that advance CSUSB's mission and goals.



Special Events:

Events outside of the usual operations and resources of the University:

- First or one time event
- Uncommon/unusual
- External participants
- External entity events



Special Event Insurance

Insurance coverage for the University for events/activities deemed necessary.

Liability Waiver Form

<https://www.csusb.edu/risk-management>



→ Report a Problem

Insurance for Employees	+
Insurance for Purchase	-
Foreign Travel	
Special Event Insurance	
Participants Accident Insurance	
Vendors/Contractors Insurance	
Inland Marine	
Insurance for Students	+
Insurance FAQ's	

Special Event Insurance

Special Event Insurance may be available for the great variety of "special events" that take place each week both on and off-campus. There are basically three distinct groups who must make arrangements with the University or its Affiliated Organizations to use the University's facilities. The path to take to actually hold the event depends on which group is sponsoring the event and, of course, the nature and location of the event.

The three groups are:

1. CSUSB Students and Student Organizations
2. CSSB Staff or Faculty
3. Outside Groups (Businesses, Community Organizations, Film Companies, etc.)

The groups may be looking for using or leasing on-campus classroom space, outdoor space, athletic facilities, theaters, recital halls, SMSU, etc. In many cases the use of facilities requires that the group sign a contract and show evidence of adequate insurance.

Quick Links

Disaster Preparedness Guide

Environmental Health & Safety Department

University Police Department

CSUSB Emergency Management

File a Claim Against the CSU

General Release of Liability Waiver

Risk Management

For questions, contact
Jessica Jimenez, Risk Analyst at
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909-537-3937.

Q&A Panel