
Event Planning for Fall 2020

— 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

Types of Events

Virtual Events

- Zoom
- Instagram Lives
- Netflix Party
- Virtual Resources
- Planned Out Events

In-Person Events

- On-Campus at San Bernardino
- On-Campus at PDC
- Off Campus

Virtual Events

- Set a meeting with your organization officers to determine what events can happen virtually. Think outside of the box!
- Connect with OSE or your Club Advisor if you need help with ideas to make your event virtual
- Collaborate with another organization
- Have FUN!

Examples:

- Zoom Events
- Watch Parties
 - Movies
 - Concerts
 - TV Shows
 - Documentaries
- Tour of a Museum
- Speaker or Panel
- Virtual Conference
- Trivia Night
- Scavenger Hunts

How to Plan Your On-Campus Event

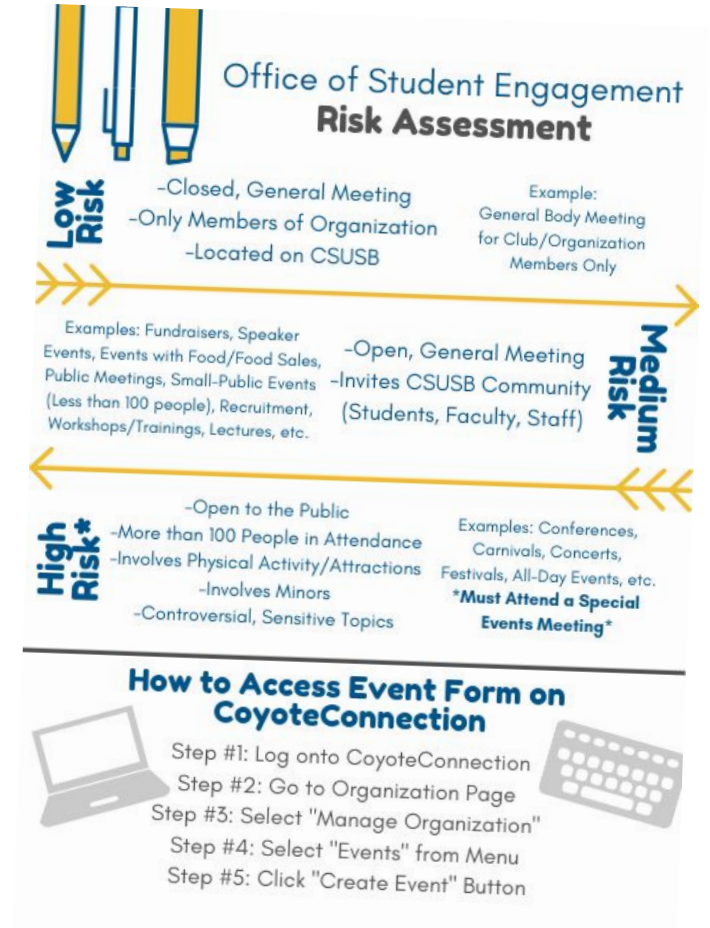
- 1) Get all of the details of your event such as what type of event is it, location, date, time, food, marketing, outcomes, purpose, etc.
- 2) Reserve your space via the Event Management System App
- 3) Submit your Event Permit form via Coyote Connection
- 4) Stay communicated with campus partners to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

- Step #1: Plan Your Event
 - ◆ Try to get as many details as possible!
- Step #2: Reserve Your Space on EMS
 - ◆ Keep in mind that the larger the event, the more time needed to reserve space.
 - ◆ SEGS & SMSU Policies
- Step #3: Submit your Event Form on Coyote Connection
 - ◆ EHS Form Built-In
 - ◆ Risk Management
 - ◆ Marketing
 - ◆ Special Events Committee Meetings



**Office of Student Engagement
Risk Assessment**

Low Risk

- Closed, General Meeting
- Only Members of Organization
- Located on CSUSB

Example:
General Body Meeting
for Club/Organization
Members Only

Medium Risk

Examples: Fundraisers, Speaker Events, Events with Food/Food Sales, Public Meetings, Small-Public Events (Less than 100 people), Recruitment, Workshops/Trainings, Lectures, etc.

- Open, General Meeting
- Invites CSUSB Community (Students, Faculty, Staff)

High Risk*

- Open to the Public
- More than 100 People in Attendance
- Involves Physical Activity/Attractions
- Involves Minors
- Controversial, Sensitive Topics


Examples: Conferences, Carnivals, Concerts, Festivals, All-Day Events, etc.

Must Attend a Special Events Meeting

How to Access Event Form on CoyoteConnection

- Step #1: Log onto CoyoteConnection
- Step #2: Go to Organization Page
- Step #3: Select "Manage Organization"
- Step #4: Select "Events" from Menu
- Step #5: Click "Create Event" Button

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

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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!

CoyoteCONNECTION Action Center

Commuter Transfer Connection

Manage Events

[+ CREATE EVENT](#)

Filter: Approved Status: Current

Name	Status	Start Date	Action
There is no data available.			

Types of Events

Low Risk Events

- Closed, General Meetings
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Examples: General Body Meetings for Club & Organization Members Only

Medium Risk Events

- Open, General Meetings
- Invites CSUSB Community (Students, Faculty, & Staff)
- Located on CSUSB

Examples: Fundraisers, Speaker Events, Events with Food, Public Meetings, Small-Public Events (less than 100 people), Workshops/Trainings, Lectures, etc.

High Risk Events*

- Open to the Public
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Examples: Conferences, Carnivals, Concerts, Festivals, All-Day Events, etc.

Require a meeting with the Special Events Committee for Approval

Santos Manuel Student Union

SU 223

Lionardo Gamino

909.537.7055

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:

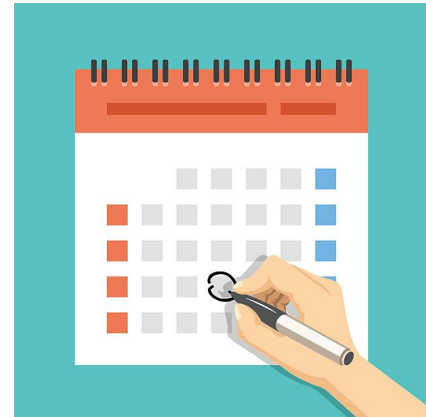
- Microphones (cabled, wireless, earpiece, lapel, podium)*
- Smart Systems*
- Furniture*
- Lighting*
- Dance Floor*

*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 via Event Form on CoyoteConnection
 - 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

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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."

**NOW on
CoyoteConnection!**

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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
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909-537-3937.

Questions?

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