General Information *(To determine before submitting in 25Live)*

- **TITLE:** Decide on a Title for your event.
- **DATE/TIME:** Prepare a 1st & 2nd preference for the date and time of your event.
- **PRE-TIME:** Determine any setup/takedown time personally needed. *(Vendor deliveries, decorating, etc).*
- **HEADCOUNT:** Determine an estimated headcount of expected guests.
  - If you are expecting 200+ attendees, you may be scheduled for a Safety Meeting with Campus Police to review security plans.
- **LOCATION:** Prepare a 1st & 2nd location preference.
  - Check availability on the Events Calendar *(25Live)* under the “Locations” tab.
- **ACCOUNTING STRING:** Have an accounting string to pay for services requested. *(Event request will not be processed without one)*
- **QUOTE:** If you would like an estimate of costs, please indicate this in the Event Comments of your event request.
- **PRESIDENT:** If you want to request the President to participate at your event, add the service “Participation of the President” in your event request. *(25Live event request > resources > categories > services)*
  - You must also submit the Presidents Participation form online at least 14 business days prior to the event

**Facilities**

- **RESOURCES:** Decide on the resources you will need from Facilities Services and add them in your event request: *(25Live event request > resources > Facilities Services)*
  - Trash/Recycle Cans
  - Power Strips/Extension Cords
  - Par Lights
- **LOCK PROGRAMMING:** Indicate specific unlock/lock times in event request and locks will be programmed accordingly.
- **RESTROOMS:** If the event is taking place outside or in a facility with limited restrooms, also request the nearest building to be open for restroom usage in the Event Comments. *(Portable restroom rentals might be required.)*
- **EXTRA ELECTRICAL NEEDS:** If your event will have significant lighting or sound usage, please make a note of this in the event comments.
  - Additional consultation may be required.

**Police and Parking**

- **RESOURCES:** Decide on the resources you will need from Police & Parking Services and add them in your event request: *(25Live event request > resources > Police & Parking)*
  - Lot Rental
Parking Permits
Guests are Purchasing Own Permit
VIP Reserved Stall
Parking Lot Shuttle/Driver
Traffic Control

☐ If an Elected Official or High Profile/Controversial Speaker will be attending your event please select this option and a determination will be made in regards to security needs.

Audio/Visual

☐ RESOURCES: Decide on the resources you will need from Audio Visual Services and add them in your event request: (25Live event request > resources > A.V. Equipment)
  - AV Sound System
  - Microphones: Wireless/Wired, Wireless lapel, Panel
  - Microphone Stands
  - Projection Screens and Projectors
  - CD Player
  - Wireless Clicker

Conferences & Events

☐ RESOURCES: Decide on the resources you will need from Conferences & Events Services and add them in your event request: (25Live event request > resources > Conferences & Events)
  - Chairs
  - Tables: 6ft Rectangular, 60” Round, 72” Round, 30” Pedestal
  - Podiums
  - Stage: 8’ x 16’ max available
  - Flags: Welcome, Restroom, Check-in
  - Stanchions
  - Meeter/greeter
  - Shuttle and/or driver
  - Banner Frames
  - University Seal (for podium when President is speaking)
  - Event Signage

☐ FIRE MARSHALL: When selecting either “Temporary Structures (larger than 10’ x 20’)” or “Use of Open Flames, Candles, Portable Heaters (gas or propane) or Generators” you will be required to submit an application with a copy of your layout to C&E.

Catering

☐ MENU: Decide if food will be served. (UGC is our exclusive campus caterer) Place your order with Bridget Partida.
  - Linens are only included for food tables. UGC offers linens for $5 each and should be included in your catering order.
  - Catering does not bring their own tables for food. Make sure you order 6ft tables in your event request.
☐ ALCOHOL: If you wish to serve alcohol at your event, check the “Alcohol being served at event” option in your event request.
  o You must also submit the alcohol form to the Conferences & Events office at least 14 business days prior to the event.
☐ FOOD TRUCKS: If you are requesting a food truck to be present at your event check the “Requesting a Food Truck” option.
  o Contact Roxanne Herlien to coordinate your request.

Risk Management

☐ Risk Management assessment is needed when any of the following are selected in 25Live:
  o Animals on Campus for Event
  o Minors on Campus
  o Use of Buildings for Sleeping Purposes (other than residential buildings)
  o Use of Inflatables or Mechanical Amusement Devices
  o Vehicles for Display (Food trucks, mobile displays)
☐ Risk Management will be in contact with you if further information/requirements are needed.

Advertisement/ Marketing

☐ Communication and Marketing Event Support Options:
  o EVENT NEWS RELEASE: If members of the public are invited to the event and you’d like to publicize to the media, complete an Event News Release Request Form.
  o SERVICES FORM: If you would like your event photographed, and/or want design/social media support, complete the Request for Communication & Marketing Services form.
☐ CI HOMEPAGE LISTING: If you would like to advertise your event on the CI Homepage, submit the CI Homepage Events Listing Request form.
☐ If advertising your event, please add the following disclaimer for accessibility:
  o “Persons who, because of a special need or condition, would like to request an accommodation should contract Disability Resource Programs at 805-437-3331 or email ci.accessibility@csuci.edu soon as possible, but no later than 10 business days before the event, so appropriate arrangements can be made.”
☐ All designs used for any type of advertisement need approval in advance from the Director of Communication & Marketing.

Registration

☐ All CI employees have access to Qualtrics through myCI, which can serve as an online registration form for your event.
☐ If you are selling tickets, or collecting money for your event, you must use CashNet. You can view the process here.

If there are any questions or changes to make to your request after submission, contact the Conferences & Events office
  Email: events@csuci.edu
  Phone: 805-437-3900
  Location: Lindero Hall 1766