

25LIVE INTERNAL EVENT PLANNING CHECKLIST

GENERAL INFORMATION (*determine prior to submitting reservation into 25Live*)

- Determine the Title or Name of your Event
- Select the Date & Time for your event
 - Prepare a first and second date preference
- Determine the pre-event and post-event time personally needed
 - C&E will determine time needed for labor set-up and take-down
- Determine an estimated guest count for attendance
- Select a location
 - Prepare a first and second location preference
 - You may check availability on the 25Live Events Calendar under the “Locations” tab
- Prepare your accounting string(s)
 - Full event requests will not be processed without a valid accounting string
- Determine if you would like the President to participate in your event
 - If so, add the resource “Participation of President” in your event request
 - You must also submit the [Presidential Participation Form](#) online at least **14 business days** prior to your event
 - Please note, if you would like the Provost to participate in your event, you must contact Karen Gundelfinger at Karen.gundelfinger@csuci.edu at least **14 business days** prior to your event
- Determine if your event will need oversight, assistance and management from an experienced Event Specialist and add it to your resource request
 - Please note, this service is based on availability and will be assigned by the Director of Conference & Events

**It is highly recommended events are input into 25Live at least 30 days prior to the event for adequate processing and service. The earlier planning can begin, the more successful the outcome of the event*

RESOURCES

CONFERENCE & EVENTS

- Determine the resources needed from Conference & Events and add them into your event request
 - Chairs
 - Tables: 6’ rectangular, 60” round, 66” round, 72” round, 30” Pedestal

- Podiums
- Stage: Indoor & Outdoor stage available. 8'x16' max available
- Flags: Check-in, Restroom, Welcome
- Stanchions: White Plastic or Metal
- Meter Greeter
- Shuttle and Shuttle Driver
- Banner Frames
- A-Frame Directional or Informational Signage: White, Blue, Orange or Green available
- University Seal (President Speaking Only)
 - When using the University Seal, you must also request a podium, unless your space has an existing podium in place that is compatible with the seal
- C&E Specialist Requested
 - Select this resource if you would like an experienced event specialist to assist with event logistics. Please note, this service is based on availability and will be assigned by the Director of Conference & Events
- C&E Student Services Requested
 - Please select this resource when you select A-Frames, Banner Frames, Flags, Meeter Greeter or a Shuttle & Driver.
 - You may place any special set-up notes or directions for our students when selecting these resources
- C&E Services Requested
 - This resource must be selected in order to inform the C&E department of your requests. You may also place any special set-up notes or directions in this box to ensure your requests are received and processed in detail
- Determine if your event will be using any of the following:
 - Temporary Structures (larger than 10'x20')
 - Open flames or Candles
 - Portable heaters (gas or propane) or generators

Please note, you are required to submit a Fire Marshal application for use of any of the above items. Fire Marshal applications must be submit 30 days prior to event in order to process and confirm in the appropriate time frame.
- Decide if your event will use amplified sound and check the corresponding box.
 - A C&E representative will follow-up, if more details are required
- CI Homepage Listing
 - If you would like your event listed on the CSUCI homepage, submit the [Request for Homepage Event Listing](#) online

AUDIO VISUAL

- Determine your Audio Visual needs and select the corresponding resources
 - A/V Sound/Audio System
 - Microphones: Wireless, wired, wireless lapel, panel
 - Microphone stands
 - Projector screen

- Projector
- Laptop (please note, we only offer one laptop and it is reserved on a first come-first served basis) If the laptop is unavailable for your event or if you will need more than one laptop for your request, it is the requestor's responsibility to provide one.
- A.V. Services Requested
 - This resource must be selected in order to inform the C&E department of your requests. You may also place any special set-up notes or directions in this box to ensure your requests are received and processed in detail

Please note, the C&E department is unable to provide wireless clickers. Please ensure you make arrangements for your event in advance.

We also request you provide all presentations or requests for music via a drop box link or a thumb drive to ensure seamless connections.

Audio Visual overtime hours may apply to any internal group NOT using a GD901 accounting string, for requests that will fall outside the hours of Monday-Friday, 8 a.m. – 5 p.m. The current overtime rate is \$41/hour.

Should you need any assistance in determining your audio visual needs, please contact the C&E department for further assistance.

FACILITIES SERVICES

- Determine resources needed from Facilities
 - Trash/Recycle Cans
 - Power Strips/Extension Cords
 - Par Lights
 - Spider Boxes
 - Generators
 - Please note, you must fill out a Fire Marshal Application for this use
 - Grounds or Custodial Service
 - Please indicate if you will need custodial service outside of standard business hours and/or if any sprinklers need to be shut off or areas cleared of debris
 - Facilities Services Requested
 - This resource must be selected in order to inform the Facilities department of your requests. You may also place any special notes or directions in this box to ensure your requests are received and processed in detail
 - If your event will have significant lighting, sound usage or multiple power sources, please ensure this is indicated in the Facilities Services Requested box, so additional consultation may be scheduled
- Lock Programming
 - Indicate the specific unlock and lock times needed for access to your event space
 - These boxes can be found in the "Event Custom Attributes" area of your submission
- Custodial Overtime

- Please note, custodial overtime charges may apply to any internal group NOT using a GD901 accounting string, if custodial support is needed outside traditional hours. Please consult the Conferences & Events department for more information.

POLICE & PARKING

- Determine your group's parking needs and select resources accordingly
 - Lot Rental
 - Parking Permits
 - Guests purchasing own permits
 - VIP Reserved Stall
 - Traffic Control
 - Police & Parking Services Requested
 - This resource must be selected in order to inform the Police & Parking department of your requests. You may also place any special notes or directions in this box to ensure your requests are received and processed in detail
- Will your event be hosting an Elected Official or High Profile/Controversial speaker?
 - Ensure you check the appropriate box in the "Event Requirements" section and provide a name and or link to the guests information
 - University leadership will follow-up with further questions, if needed
- If you wish to serve Alcohol at your event, you will need to check to "Alcohol being served at event" option in the "Event Requirements" section and fill out the [Alcohol Request Form](#) online
 - Your request will be submitted to the Chief of Police and the Office of the President for review and approval. C&E will notify you when the status is complete.

CATERING

- University Auxiliary Services (UAS) is the exclusive caterer for the university
- UAS Services Requested
 - Select this resource if you plan to serve food & beverage at your event
 - You may contact Bridget Partida at bridget.partida@csuci.edu to place your order or fill out the online [Catering Request Form](#)
 - Catering will include linens for all food & beverage tables. If you require additional table linens, these will need to be added to your catering order or supplied by an outside vendor
 - Catering does not provide their own food & beverage tables. Please ensure you ask how many tables are needed for your event and add this to your requested C&E resources
- If you wish to provide a food truck at your event, you will need to check the "Requesting a Food Truck" box in the "Event Custom Attributes" section
 - Contact Roxanne Herlien at Roxanne.herlian@csuci.edu to coordinate and process your request

RISK MANAGEMENT

- Risk Management assessment is required when any of the following will occur during your event
 - Animals on campus
 - Minors on campus

- Use of buildings for sleeping purposes (other than residential buildings)
- Use of inflatable or mechanical devices
- Vehicles for display (food trucks, mobile displays)
- Please ensure you check all items related to your event in the “Event Requirements” section. Risk Management or C&E will follow-up for further coordination

COMMUNICATION & MARKETING

- Graphic Design, Photography and Social Media
 - Fill out the [Communication & Marketing Request Form](#)
 - Please note, requests must be made at least 3-4 weeks in advance of your event
 - For print items, your request must be placed at least 4-6 weeks in advance
- New Release
 - If you would like to market your event to the public, you will need to fill out the [News Release Request Form](#)
 - This request must be made at least 3-4 weeks prior to your event
- News Center
 - If you would like your event featured on the CSUCI News Center, please follow the submission instructions on the News Center webpage at <https://www.csuci.edu/news/submissions.htm>

All forms referred to in the above checklist can found on the Conferences & Events Webpage at www.csuci.edu/conferences-events

If you have any questions or changes to make to your event request after submission, contact the

Conferences & Events Department

events@csuci.edu

805.437.3900

University Hall 1608 & 1616