



CALIFORNIA STATE UNIVERSITY, STANISLAUS

SPECIAL EVENT SAFETY PLAN

- This form is intended to assist groups in the development of required safety plans and to raise awareness of safety responsibilities for special events on campus.
➤ Event details, pertaining to safety, must be submitted to the University Police for review and recommendation, no later than 30 days prior to the event date.
➤ If applicable, a Public Safety representative will provide a cost quote once all details are received (cost may include: UPD Officer over time, ambulance standby, state fire marshal event permit, first aid volunteer donation, insurance).

SPONSOR DETAILS

Form with fields: SPONSORING GROUP NAME, EVENT COORDINATOR, CELL PHONE, OFFICE PHONE, CONTACT FOR EVENT RELATED COMPLAINTS, CAMPUS CONTACT PERSON.

EVENT BASICS

Form with fields: EVENT TITLE, DESCRIBE THE EDUCATIONAL PURPOSE/VALUE OF THIS EVENT, DATE? DAY OF WEEK?, TIME? START/END? WHAT TIME DO YOU EXPECT GUESTS TO ARRIVE?, WHAT IS THE EVENT ITINERARY? INCLUDE PRE-EVENT PLANS, WILL THIS EVENT INTERRUPT ACADEMIC PROCESSES?

LOCATION

Form with fields: NAME OF CAMPUS BUILDING OR SPACE?, HOW MANY GUESTS DO YOU EXPECT?, STATE FIRE MARSHAL "SPECIAL EVENT APPLICATION" COMPLETED?

OUTDOOR EVENTS

Form with fields: WILL THE EVENT BE ENCLOSED? WITH FENCING? GATE(S)?, WILL GUESTS HAVE SEATS? WILL THERE BE STANDING ROOM?, WILL THERE BE DANCING? WHERE WILL GUESTS DANCE?, HAVE YOU REVIEWED THE EVENT NOISE GUIDELINES?, WHAT WILL THE LIGHTING CONDITIONS BE? (AMBIENT, TIMER ADJUSTMENTS, PORTABLE, ETC.)

ENTERTAINMENT DETAILS

Form with fields: LIST THE NAMES OF ALL ENTERTAINERS/BANDS/ACTS, HAVE CONTRACTS BEEN REVIEWED BY THE CAMPUS RISK MANAGER?, LIST THE CONTACT NAMES AND PHONE NUMBERS FOR ENTERTAINERS

ADMISSION

WILL GUESTS HAVE TO PAY TO GET IN? HOW MUCH? CAN THEY PAY AT THE DOOR/GATE? HOW WILL CASH BE HANDLED?	
WILL GUESTS HAVE TO SHOW AN ID? WRIST BANDS? FORM OF ID? WHO WILL CHECK THE ID'S?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WHO MAY ATTEND? FOR STUDENTS ONLY? OPEN TO THE COMMUNITY? <18 YEARS ALLOWED?	
IS THERE A DRESS CODE? WHO WILL ENFORCE THE DRESS CODE? HOW WILL GUESTS KNOW?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL GUESTS BE ALLOWED TO BRING ITEMS IN WITH THEM? WHAT WILL NOT BE ALLOWED? HOW WILL GUESTS KNOW? WHO WILL ENFORCE RESTRICTIONS?	<input type="checkbox"/> YES <input type="checkbox"/> NO

FOOD SERVICE

ARE YOU PLANNING ON SERVING ALCOHOL?	<input type="checkbox"/> YES <input type="checkbox"/> NO SEE CAMPUS POLICY AND PROCEDURES AND OBTAIN ABC PERMIT (667-3778)
FOOD SERVICE PROVIDED BY SODEXHO CAMPUS DINING?	<input type="checkbox"/> YES <input type="checkbox"/> NO CONTACT CAMPUS CATERING AT 667-3634
FOOD SERVICE PROVIDED BY OFF CAMPUS VENDORS?	<input type="checkbox"/> YES <input type="checkbox"/> NO MUST COMPLETE THE <i>TEMPORARY FOOD SERVICE PERMIT REQUEST FORM</i> AT LEAST 2 WEEKS PRIOR TO EVENT DATE
FOOD SERVICE PROVIDED BY STUDENT ORGANIZATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO MUST COMPLETE THE <i>TEMPORARY FOOD SERVICE PERMIT REQUEST FORM</i> AT LEAST 2 WEEKS PRIOR TO EVENT DATE
WILL GUESTS BE ALLOWED TO BRING IN OWN FOOD/DRINK? LIST ALL RESTRICTIONS	<input type="checkbox"/> YES <input type="checkbox"/> NO

PARKING AND TRAFFIC DETAILS

WHERE WILL GUESTS PARK?	
HOW WILL NON-STUDENT/EMPLOYEE GUESTS BE ADVISED TO PARK?	PROVIDE A COPY OF ALL INVITATIONS/DIRECTIONS THAT WILL BE GIVEN TO GUESTS
HOW WILL YOU AVOID PARKING CITATIONS?	YOU MUST CONTACT THE UPD (667-3114) FOR ALL SPECIAL REQUESTS
WHAT ARE THE LOAD/UNLOAD PLANS FOR ENTERTAINERS?	

SECURITY DETAILS

WHAT IS THE NAME OF SECURITY COMPANY?	
LIST THE CONTACT PERSON NAME AND PHONE	
CONTRACT REVIEWED BY RISK MANAGER?	<input type="checkbox"/> YES <input type="checkbox"/> NO YOU MUST SUBMIT A COPY OF ALL CONTRACTS TO THE UNIVERSITY RISK MANAGEMENT OFFICE (667-3245) <u>BEFORE</u> YOU SIGN ANYTHING (POSSIBLE FEE)
WHEN WILL SECURITY ARRIVE?	
HOW MANY SECURITY PEOPLE WILL YOU NEED?	
WHERE WILL SECURITY BE LOCATED?	YOU MUST ATTACH A LAYOUT DIAGRAM OF THE EVENT LOCATION WITH SECURITY POSTS
HOW WILL SECURITY COMMUNICATE WITH EVENT COORDINATORS AND/OR PUBLIC SAFETY?	
WHAT IS THE MAIN FUNCTION OF SECURITY STAFF?	