When planning a special event, there are many things that one must think about to ensure safety for everyone involved. In general a special event:

- Is nonroutine.
- Places a strain on University resources.
- Requires additional planning, preparation, mitigation, or policy/permit compliance.

The following is an overview of things that may be needed for your event:

- **Facility Reservation Request**
  - Reservation process completed online at [http://www.csusan.edu/mainpage/Calendars-of-Events/](http://www.csusan.edu/mainpage/Calendars-of-Events/)

- **Special Event Safety Plan (SESP)**
  - A form that must be submitted to Safety & Risk Management at least 30 calendar days prior to the event start date to include a layout diagram of the event set-up and any promotional material
  - The SESP form is required for all events that include:
    - live animals
    - children
    - physical activity (inflatable games, dunk booth, amusement rides, vehicles, carnival games)
    - planned controversial presentations to large crowds
    - concerts
    - multiple vendors/exhibitors
    - sporting events not sponsored by Athletics or Intramurals (races, marathons, walkathons, competitions)
    - political rallies, protests, marches or debates
    - festivals, fairs, exhibitions, carnivals, parades, conventions
    - single-day or multiple-day events/sites
    - off campus general public invited
    - any other nonroutine event

- **Special Event Insurance**
  - Depending on the risk and liability associated with the event, Safety & Risk Management will advise of additional insurance requirements [$$]
  - Events that serve alcohol must comply with the University policy and procedures for the Sale, Consumption, and Possession of Alcoholic Beverages; please read the policy thoroughly
    - Safety & Risk Management will route the event information for administrative approvals, according to the policy
    - Additional liability insurance may be required [$$]
    - Security by the University Police may be required [$$]

[$$] = There may be an additional cost or fee associated with this requirement.
Special Event Safety Compliance

- Consent and Release of Liability Form for Participants
  - Depending on the risk and liability associated with the event, Safety & Risk Management will advise if release of liability documents will be required by event participants.
  - Signed copies are maintained by the Safety & Risk Management office, after event is completed.

- First Aid Station
  - Depending on the risk and size of the event, Safety & Risk Management will advise of the minimum standards for the provision of first aid.
  - American Red Cross, Emergency Medical Technicians, and/or ambulance standby service may be required.

- State Fire Marshal Special Event Permit
  - The form must be submitted 14 calendar days prior to event start date and includes a layout diagram of the event site.
  - Depending on the risk and scope of the event, Safety & Risk Management will advise if this is required.

ALL FORMS MAY BE OBTAINED ONLINE AT http://www.csustan.edu/RiskManagement/Documents.html

[++] = There may be an additional cost or fee associated with this requirement.