

Event Planning 101

Guide to CSU Stanislaus Forms/Policies Online

University Identity Graphics Standards:

http://www.csustan.edu/sites/default/files/Communications/documents/CSUS_Standards_booklet2013_v4.pdf

On Campus Special Event Safety Form:

<http://www.csustan.edu/sites/default/files/RiskManagement/Documents/SpecialEventSafety-PlanONCampus.pdf>

Off Campus Special Event Safety Form:

https://www.csustan.edu/sites/default/files/groups/Safety%20%26%20Risk%20Management/special_event_safety_plan_off_campus.pdf

Fundraising Event Approval Form:

<http://www.csustan.edu/sites/default/files/Foundation/documents/fundraisingeventapprovalform.pdf>

Reimbursements, Vendor Direct Pay Forms, Etc.: <http://www.csustan.edu/financial-support-services-gateway/staff-faculty/buying-paying-forms>

CSU Vendor Data Record (application for approval of an outside vendor):

<http://www.csustan.edu/sites/default/files/FinancialServices/Documents/PurchasingAccountsPayable/VendorDataRecord.pdf>

Work Order Request Form:

https://www.csustan.edu/sites/default/files/groups/Facilities%20Services/documents/facilities_work_order_request.pdf

Shuttle Cart Rental Request Form:

<http://www.csustan.edu/sites/default/files/UPD/Documents/CartRequestForm.pdf>

Parking Guidelines: <https://www.csustan.edu/sites/default/files/UPD/Documents/ParkingGuidelines.pdf>

Guest Parking Pass Request: <https://www.csustan.edu/upd/guest-parking-request>

Insurance Requirements for Outside Vendors:

<http://www.csustan.edu/sites/default/files/RiskManagement/Documents/InsuranceCertificateRequirements2013.pdf>

Custom Release of Liability Application Form:

<http://www.csustan.edu/sites/default/files/RiskManagement/Documents/CustomReleaseofLiabilityApplicationGeneralActivity13.pdf>

General Activity Release of Liability Form:

<http://www.csustan.edu/sites/default/files/RiskManagement/Documents/ActivityReleaseofLiability.pdf>

Alcohol Policy: <http://www.csustan.edu/sites/default/files/Mainpage/data/Policies-Procedures/alcohol-policy.pdf>

Fundraising Events Manual, Policy Approval Form, Checklist and more!

<http://www.csustan.edu/foundation/governance-financial-documentation>

Temporary Food Permit Application: <https://www.csustan.edu/safety-risk-management/temporary-food-service>

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Print Shop Links and Information: <https://www.csustan.edu/financial-support-services-gateway/staff-faculty/copying-printing-overview>

Posting Policy: https://www.csustan.edu/sites/default/files/posting_policy_002.pdf