

EVENT IMPLEMENTATION CHECK LIST

Event Name

Event Date

Yellow Highlight = Link provided in Forms/Policies page

Task:	Timeline	Checklist:
Event Services <i>(25Live issues, scheduling questions, general (and specific!) event related questions)</i>	6 months	Confirm time(s)/date(s)/location(s)
	6 months	Access 25Live to check availability of your time(s), date(s), location(s); Ensure to reserve parking lots for guests <i>if needed</i> .
		<i>Best Practice:</i> ensure there aren't other events occurring that may conflict with yours
		Ensure you fill out all questions to the best of your ability.
		Ensure venue has been "confirmed" via 25Live
		<i>Best Practice:</i> Print confirmation for records. Bring to event in case verification is needed.
Catering <i>(Any and all catering must go through on campus caterers, Chartwells.)</i>	8 weeks	Notify Chartwells of any catering components for your event
	8 weeks	Request estimates
	6 week	Schedule tasting/meeting with Chartwells <i>if needed</i> .
		<i>Temporary Food Permit:</i> Departments may submit a TFP in order to bring off campus food on campus for their event. However, the food must be donated from a company (Costco, Olde Tyme Bakery, Jamba Juice etc.) Submitting a TFP does not guarantee it will be approved.
	4 weeks	
Safety & Risk <i>(Insurance, waivers, Event Safety plan, vendors, layout)</i>	8 weeks	<i>Confirm Vendors:</i> Any outside company coming onto campus to provide a service for your event.
		<i>Event Safety Plan:</i> This form notifies the department of all Safety and Risk issues that may be associated with your event. Submit prior to submitting a 25Live reservation.
	8 weeks	Confirm with Safety & Risk if any participant waivers are needed for event. If so, secure waivers.
		<i>Insurance Requirements:</i> All vendors must meet the University's Insurance requirements. A Certificate of Insurance with CSU Stanislaus endorsed as additionally insured must be submitted to Safety and Risk.
	4 weeks	
	2 weeks	<i>Custom Release of Liability:</i> This form will need to be submitted to create participant waivers.
University Police Department <i>(Parking barricades, non-emergency, locking/unlocking venue)</i>	6 months	Request moratorium for parking lots reserved from Parking Management via 25Live
		<i>Unlocking/Locking venue:</i> UPD refers to 25Live confirmed events when locking/unlocking buildings/rooms. If your venue is needing to be unlocked/locked (after your event), call 209-667-3114. If no one answers, call Turlock Dispatch and ask to have a UPD officer come by and unlock/lock the venue: 209-668-1200
	4 weeks	<i>Parking Barricades:</i> General parking lot event signage can be purchased through UPD by emailing Parking Management
	4 weeks	Ensure your parking request is confirmed by emailing or calling the Parking Management.
Shuttle Cart <i>(If needed)</i>	8 weeks	<i>Shuttle Cart Reservation Form:</i> must be submitted to reserve Shuttle Cart(s) and driver(s) through Parking Management
Facilities Work Order <i>(Notifies facilities when, where, what to set up, and any custodial needs.)</i>	8 weeks	<i>Facilities Work Order Request:</i> Complete and submit this form for any set up of venue space, any and all custodial needs. When filling out the form, be as detailed with your needs as possible, include set up, breakdown, custodial clean up/monitoring times on this form. Record confirmation # for reference
	8 weeks	<i>Venue Layouts:</i> Contact Event Services for available venue layouts to help you create detailed room layouts for your selected venue to share with Facilities for set up, volunteers, other departments involved etc.
Signage <i>(Are your guests familiar with campus/parking lots?)</i>	8 weeks	<i>Communication:</i> It is the hosting Departments' responsibility to communicate directions, parking lots, maps etc. to guests.
	4 weeks	<i>Print Shop:</i> Signs can be ordered/printed through the Print Shop for a cost.
	4 weeks	<i>University Police:</i> General parking lot event signage can be purchased through UPD by emailing Parking Management
	4 weeks	<i>ASI/USU:</i> A-Frames are available to rent through ASI/USU

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Event Prep <i>(Confirmations, budget, signage, etc.)</i>	6 months	<i>Budget:</i> Receive estimates for all components of event (Facilities Work Order(s), Catering, Shuttle carts/drivers, vendors, signage, decor, etc.).
	2 weeks	Confirm pending items (venue confirmation, rentals, schedule, signage, paperwork, etc.)
	2 weeks	<i>Event Brief:</i> A timeline of the event detailing everything from set-up to breakdown/locking up, department/individual responsible for completing task, on what date, at what time, etc. Once information is compiled, send out to all campus departments involved, including UPD, Facilities and custodial, Chartwells, any partnering departments, volunteers, etc.).
Vendors <i>(Any company/individual coming on to campus to provide a service for your event. Photobooth, equipment rentals, DJ, etc.)</i>	8 weeks	<i>Confirm Vendors:</i> Will your event request services from any vendor not associated with campus?
	8 weeks	<i>CSU Vendor Data Record:</i> Check with Business and Finance if the vendor(s) you are bringing onto campus are in the system, if not, if form will need to be filled out for each vendor not in the system.
	4 weeks	<i>Vendor Direct Pay Form :</i> This form must be submitted to ensure that your vendors will be paid for their services. Submit to Business and Finance.
	2 weeks	<i>Insurance Requirements:</i> All vendors must meet the University's Insurance requirements. A Certificate of Insurance with CSU Stanislaus endorsed as additionally insured must be submitted to Safety and Risk.
		<i>Communication:</i> It is the hosting Departments' responsibility to communicate directions, parking lots, load in/load out to vendors. Additionally, the hosting department must monitor vendor set-up/breakdown to ensure parking/University guidelines and policies are being followed.
Post Event <i>(Event budget, disbursement, profit & loss)</i>		<i>Event budget :</i> finalize and compare actual payments to what was estimated for the event. Keep for records
		Ensure Vendor Direct Pay forms are being processed.
		Review file (hardcopy or electronic) to be sure only useful information is kept for records.
		Be sure to capture debrief notes from staff or plan a follow-up meeting with stake holders to aid in planning your next event.