

(*Forms available on the Facilities Reservations website – <http://www.csuchico.edu/upe/facres>)

Planning an event? Facilities Reservations can assist you in your quest for a successful experience. The following is a compilation of ideas that may need to be addressed with your campus event. Not everything will apply to your event, but a quick review will help ensure all details are covered. After reviewing the checklist, contact Facilities Reservations to begin the process.

Event Logistics

1. *What kind of event are you planning?*

- -- meeting, retirement party, other
 - i. Conference – We have two service centers on campus specializing in Conf Services – There are links on our website – AS Conf Svcs – addressing all uses and services in the BMU (Diane will speak in a bit) & Cont Ed offers services utilizing campus locations (Elaina McReynolds is the contact for that.)
- On-campus attendees? Off-campus attendees?
- Is the University President attending or other dignitaries?
 - i. If you are planning on inviting the President to the event, there is a form to fill out & submit to the President's Office (we have a link here on the website for that form) Also the Provost will need an advance invitation. This can be done by contacting the Provost Office.
- Is a famous person attending - extra security needed?

2. *Size of event?*

- Attendee estimate (number of staff, faculty, students, public)?

3. *Location type?*

- Indoor, outdoor, lecture style, conference room, open area room (move tables & chairs around to make an open space), multiple rooms in close proximity, a BBQ location, (perhaps a theatre style room) food friendly
 - i. There are some great resources on the website to help in your decision making
 1. Room Information Link – room capacity, equipment, features and there are photos, etc.
 2. Campus Maps & Floor Plans
 3. BBQ Locations (approx. 15)
 4. Electrical Info for Exterior Locations

4. *Equipment?*

- Tables, chairs, trash cans & liners, audio/visual equipment (microphones, computer, screen, projector, speakers, podium), extension cords, campus tent, BBQ safety equipment

5. *Services?*

- Technical services, custodial, mover or electrical services, sprinklers turned off, heating/cooling, tent set-up, security
 - o There is a form on the website – the Facility and Equipment Request Form (*review the different entries*).
 - o FMS Requires 10 working days advance notice. If less than that we can check to see if it is possible to accommodate.
 - o Tent set-up is taken care of by an outside vendor – InTents Events, there is a charge for this service.
 - o We would like to ask that you access this form (as well as the other forms) each time directly from the website to ensure that you have the most up to date version.

6. *Serving food?*

- Catering?
 - i. Caterer's must be approved before coming onto campus. There is an approved caterer's list that resides in Procurement however, it is currently being updated so in the meantime if you need catering information, the contact is Jennifer Thayer in Procurement. Also, if you would like to find out about the process to have a caterer added to the list, she can work with you on that also.
- Self Prep/Serve?
 - a. In most cases, an Application for Food Serving Permit (link on website) will need to be submitted to Facilities Reservations & processed with EHS. Certain requirements must be met and EHS will help you with any issues you might have.
- BBQ? (already addressed)
- Alcohol?
 - a. Link on the website to UHFS. Here you can view the campus alcohol policy and there is contact information for designated locations and requesting approval for your event.
- Review the University Policy on Hospitality Expenses ([EM 09-07](#))
- Consider the types of expenses which may be supported by university and/or foundation funds. Review the [Hospitality Expenditure Definitions and Appropriate Fund Usage](#) document. Plan out how invoices for various event expenses will be paid.

7. *Transportation needs?*

- Parking, unloading and loading, directional information, buses?
 - i. We have a link to the UPD website for parking information.
- Vendor or consultant driving on campus?
 - i. Insurance and liability could apply or safety considerations.

8. *Event set-up/take down?*

- Who is handling set-up/take down of equipment – tables/chairs, clean-up of trash?
 - i. FMS will deliver and pick up furniture, but they do not take care of any set-up or tear down. Services can be requested but there will be a charge and it all hinges on whether staff is available to accommodate the request.

9. *Who is responsible for the event?*

- Main point-of-contact for all event questions – both before and after the event?
- On-site contact (responsible party) during the event?
- What is the event funding source – State, State Self Support/Auxiliary, Community, etc? (charges may apply)
 - i. Facilities Reservations can supply an estimate if requested.

10. *Approvals needed?*

- Insurance & liability? Food Serving Permit? Security? Parking? Caterer? Procurement?
- College departments: have you contacted your Advancement Director to let them know about the event?

Event Promotion/Notification

1. Promotion/Notification?

- Who is in charge of the communication plan? (agenda, invitation text, announcement text, workshop description, (you may want to think about the location where you are having your event – it might be a good idea to have someone contact Facilities Management Services to see if there are any maintenance projects scheduled for your area – let's say you have an outside event and they are going to be taking a tree limb out) contacting Facilities Management Services to check on any maintenance project conflicts, or other communications)
- Use of Campus Calendar, campus announcements, other
- Off-campus notification? Publication needs? Contact Public Affairs?
- College departments: have you contacted your Advancement Director to see if they have a mailing list you can use?

Event Self-Staffing (requestor responsibilities)

1. Who will be there doing what?

- Have people signed up for specific roles during the event? (Check-in, note taking, pictures, workshop introductions, equipment set-up/testing, clean-up, other)
 - i. One thing to keep in mind is if you will be having anyone volunteering from another department or off campus. They will need to fill out a Volunteer Form & submit that to HR prior to the event.
- Have you provided a cell phone number of the primary contact for questions during the event?

Contact: **Facilities Reservations – Zip 720**
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