

## FREQUENTLY ASKED QUESTIONS FOR E-PLANS

### GENERAL E-PLAN QUESTIONS

**Q: What is my reference number and where can I find it?**

A: The reference number is a lettered code (an example is: 2013-AAQURT) that is used to label an event. It can be found in the subject line of our emails and at the top of confirmation notices. It is helpful to provide us with a reference number if you have any inquiries about your E-Plan.

**Q: I created an E-Plan and received a tentative/confirmed confirmation notice. However, I would like to change the date and/or time. What should I do?**

A: You may [email us](#)<sup>1</sup>, listing your event reference number, your club and your desired request. Your email request must be sent from a Cal Poly email address. Please note that we only honor change requests from the event contact or club president.

Another way to change dates and times of an event is to obtain a change request form on the [ASI website](#)<sup>2</sup>. This can be found by hovering over the University Union tab and clicking on forms in the “Club Services” category.

**Q: Do I have to submit my E-Plan online?**

A: Facility Scheduling prefers electronic E-Plans. If you are unable to submit a form online, you may send us a printed copy that is signed by your club president and advisor. The benefits of electronic E-Plans include easy access to all forms and the ability to check an E-Plan’s status.

### CONTRACTS AND PERMISSIONS

**Q: When is a contract needed for an event? Where do I submit the contract?**

A: Club contracts are needed when a paid service provider is involved with an event. This could be a company or a guest speaker. Contracts made with the service provider should be given to Club Services in the Epicenter, located in the UU. These contracts must be turned in 14 days before an event. These contracts must be turned in 14 days before an event.

If an event is located at Farmer’s Market, a contract with Downtown Association must be made three weeks in advance of the event. (Submitting your E-Plan about a month before your event would help this time requirement run smoothly).

**Q: What is Department Permission? What is needed?**

A: Department Permission is written approval to use a classroom or campus space. This must be written by the department head. Permission is needed if a space request is not one of the listed options on an E-Plan. Facility Scheduling will not be able to assign space until permissions are received. They are best sent by email.

<sup>1</sup> ASI E-Plan email address: [eplan@asi.calpoly.edu](mailto:eplan@asi.calpoly.edu)

<sup>2</sup> ASI website address: [www.asi.calpoly.edu](http://www.asi.calpoly.edu)

## RISK ASSESSMENT AND FOOD SAFETY

### **Q: Why has my event been selected for risk assessment?**

A: Risk assessment may have been selected for many reasons. If an event has a head count of 50 or more, is off campus, or involves a risky activity it will be selected for risk assessment.

### **Q: Are there any steps I need to take if my event is selected for risk assessment?**

A: Generally, no. risk assessment is selected as a precaution in case there is any risk involved in an event. Everette Brooks, from Student Life & Leadership, will contact you if any forms are necessary.

### **Q: Why has my event been selected for Food Safety?**

A: Food safety will be selected if an organization serves food that Campus Catering/Dining has not prepared.

### **Q: My event has been selected for Food Safety. Are there any steps I need to take to get this approved?**

A: Yes. A temporary food permit and food safety quiz must be submitted to Student Life & Leadership. You can find a link to these forms on your E-Plan.

Also, if food is not purchased from Campus Catering/Dining, a waiver must be obtained from the Campus Dining office.