

Event Planning & Program Regulation Clearance Process

Planning an on-campus event? Follow these **6** steps to ensure a successful event.

1. SEE YOUR Student Life and Development (SLD) ADVISOR for initial event planning process. Come with some specifics about your event such as the Who, What, Where, When, and Why.

2. Your SLD Advisor will issue a **PROGRAM REGULATION AND CLEARANCE (PRC)** process for you.

NOTE: Pay attention to scheduling deadlines - plan early!

3. GO TO THE VENUE OF YOUR CHOICE TO "TENTATIVELY" RESERVE the facility for your event. Your SLD Advisor can guide you through the reservation requirements as they differ from venue to venue.

- Classrooms
- Carpenter Performing Arts Center
- Dance Theater
- Gyms and Athletic Fields
- Nugget
- Pyramid
- The Pointe
- Unassigned Outdoor Areas
- University Student Union
- University Theater

4. Continue meeting with your SLD Advisor. With their assistance and guidance, continue planning your event, preparing details and contracts, and getting any additional signatures or requirements needed. Once the event is planned your **SLD ADVISOR WILL SIGN OFF FOR FINAL APPROVAL ON THE PRC.**

- Remember, the planning and approval process can take anywhere from a minimum of two weeks to as long as several months, so plan accordingly and don't wait until the last moment to see you SLD Advisor.
- If necessary, go back to the venue and "confirm" your reservation. As venues differ, be sure to make any last minute changes to your equipment needs and/or room set up.
- Remember, you must be at the entirety of the event as the Event Planner and PRC signer because only you can make any additional requests and changes to your reservation.
- Be sure to keep all receipts and invoices for reimbursement and payment process.
- Utilize the information on the SLD website www.csulb.edu/sld as several key forms and documents are available for the success of your event.

5. EVENT DAY: Set up your decorations, perform last minute touch ups, and conduct final audio/visual tests before the event begins. Have a great event!

- If you will serve food, be sure you have several Hospitality Attendance Report forms available for guests to sign. You will need this to get reimbursed from your Associated Students, Inc. (ASI) accounts.

6. POST EVENT: Meet with your SLD Advisor to take care of financial reimbursements, payments and ASI assessment forms if necessary.

Congratulations, you have successfully planned, implemented, and finalized a successful event!

If you have any questions, feel free to contact your SLD Advisor, USU-215 (562) 985-4181.

We are here for you!