



SSEP

SACRAMENTO STATE EVENT
PLANNERS WORKGROUP

**TRAINING, EDUCATION,
AND RESOURCES**

FOR SACRAMENTO STATE EVENT PLANNERS

Event Notification Form



SACRAMENTO STATE
Office of Environmental Health & Safety



Event Notification Form (ENF)

- EHS & University Events collaboration
- Helps the university identify risk and safety issues
 - Fire marshal permit may be required for your event and this process takes time
- Compliance; financial, alcohol use, HR, parking, security and Police, minors, ADA requirements, etc...
- Once completed, the form gets forwarded to university stakeholders to review your event

We are here to help you have a successful and safe event!



ENF Requirement

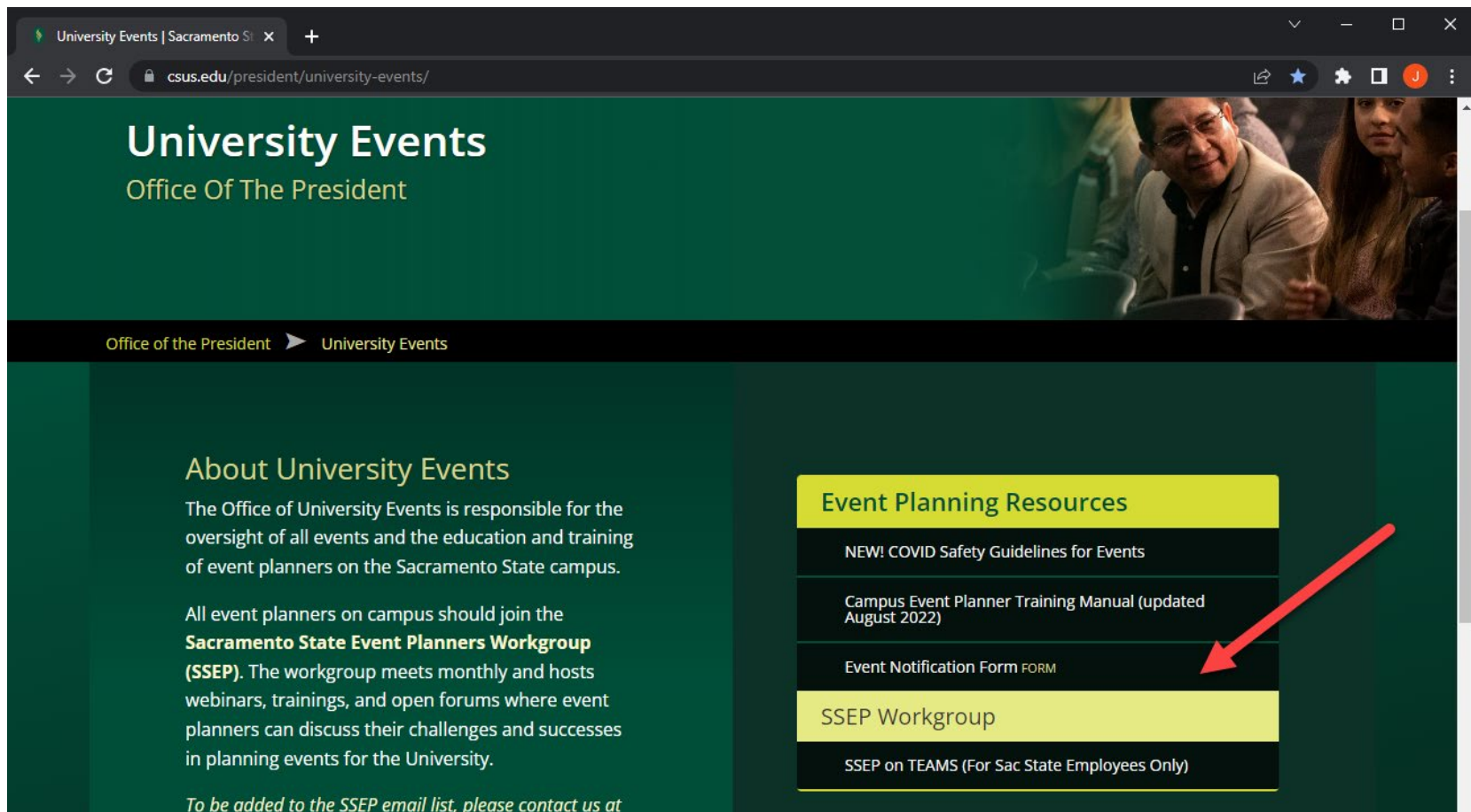
- Required for all events that are happening on campus or official university events happening off campus
 - Not required for regular business related events such as meetings or academic required events such as field trips
 - All events include third parties coming to campus to use our facilities
 - Group lunch at department offices? Not required
 - Retreat off campus? Required
 - Not sure? Fill one out anyways!



ENF is not...

- ENF is not a room reservation
- ENF is not a Facilities workorder for tables and chairs

ENF Location: University Events



University Events | Sacramento State

csus.edu/president/university-events/

University Events

Office Of The President

Office of the President > University Events

About University Events

The Office of University Events is responsible for the oversight of all events and the education and training of event planners on the Sacramento State campus.

All event planners on campus should join the **Sacramento State Event Planners Workgroup (SSEP)**. The workgroup meets monthly and hosts webinars, trainings, and open forums where event planners can discuss their challenges and successes in planning events for the University.

To be added to the SSEP email list, please contact us at

Event Planning Resources

- NEW! COVID Safety Guidelines for Events
- Campus Event Planner Training Manual (updated August 2022)
- Event Notification Form FORM

SSEP Workgroup

- SSEP on TEAMS (For Sac State Employees Only)



**OFFICE OF THE PRESIDENT | UNIVERSITY EVENTS
EVENT NOTIFICATION**

The President's Office seeks to ensure that events comply with Human Resources, Risk Management, and Fire Marshal requirements. By completing the form below, you will give us all the information we need to determine what further steps are needed for your event to be in compliance.

*The Event Notification Form is **not** for approval of events, but rather to help us help you have a successful event, and to notify stakeholders (such as Risk Management, HR, University Advancement, etc.) of your event, so they can assist with required guidelines and forms such as volunteer paperwork, special event permits, etc.*

*Please also note, this is **not** a space reservation form. Please contact Space Management or the appropriate facility contact for room reservations.*

For questions regarding this form, please contact Janie Mutchler at xiong@csus.edu.



Contact Information

First Name

Janie

Last Name

Mutchler

Email Address

xiong@csus.edu

Confirm Email Address

xiong@csus.edu

Phone

9162785447

Organization/Department

ABA RMS EHS

Planner/Coordinator Name (if different than yours)

Day-Of Point of Contact (if different than yours)

Janie Mutchler

Please enter a valid US phone number XXX-XXX-XXXX.

Day-Of Phone (onsite phone number)

9162785447

Please enter a valid email address.

Day-Of Email

xiong@csus.edu

Event Information

Event Title

BPRT: JXM Special Edition

Event Location(s)

University Union

Event Date

(EX: MM/DD/YYYY)

If your event spans multiple dates, please put additional dates in the event description box below.

10/13/2022

Event Type

Official University Event

3rd Party Event

Event Set-Up Time

(EX: 11:00 AM -or- 11:00 a.m.)

8:30 AM

Event Start Time

(EX: 11:00 AM -or- 11:00 a.m.)

9:00 AM

Event End Time

(EX: 11:00 AM -or- 11:00 a.m.)

11:00 AM

Event Vacate Time

(EX: 11:00 AM -or- 11:00 a.m.)

11:30 AM

Expected Attendance

100

Please provide a brief description of your event (include information on activities, target audience, purpose of event, etc.)

Janie will be presenting at the next BPRT

Event Audience

Students

Faculty

Staff

Administrators

Community Members

Alumni

Minors

Other

Other Information

Please choose all the options that apply to your event

My event will be:

In-Person

Virtual

Food & Beverage Related Activities

My event will have on campus catering

My event will have off campus catering

My event will have cooking onsite

My event will have food trucks

My event will serve alcohol

Fire Marshal Related Activities

My event will be held in an outdoor location on campus

My event will have over 200 guests

My event will have tents and/or canopies

My event will have heaters and/or generators

My event will have candles or other open flames

My event will have pyrotechnics

My event will require street or lane closures

How many tents/canopies do you plan on having?

1

What size tents/canopies do you plan on having?

20'x20'

Site map required for any street or lane closures. Upload PDF below

Drop files or click here to upload

Please indicate the dates and time of your expected road closures

9/13/2022 9:00 am to 11:00

HR Related Activities

My event will have volunteers

Risk Management Related Activities

My event will have vendors and/or exhibitors

My volunteers and/or staff will be working directly with minors

Expected Number of Exhibitors/Vendors

My event will have off-campus speaker(s), guest lecturer(s)

What type of exhibitor/vendors do you plan on having?

My event will have minors

Merch Table - vendors will be handing out and/or selling merchandise

Informational Table - vendors will be distributing informational material

All events with minors must complete the [Minors on Campus registration form](#).



Financial Related Activities (Financial Services)

My event will have registration fees/tickets

Philanthropic Donations (Advancement Services & Stewardship -and- Financial Services)

My event will include donations (silent auction, a portion of my ticket sales to benefit a specific program/scholarship, etc.)

Sponsorship Related Activities (University Development)

My event will offer sponsorship opportunities – must be ve

Where will you be getting tables and chairs for your event?

Borrowing from Facilities

UTAPS Related Activities

My event attendees will purchase their own parking permi

Venue providing

My event will bulk purchase parking permits for attendees

Renting from outside vendor

My event plans to use parking lot(s) and/or parking garage through paperwork collection)

Venue

Instructional/Outdoor Space (Space Management)

University Union

Alumni Center

The WELL

Sac State Downtown

Other:

Reservation or ID number

123456

ADA Requirements

All in-person, virtual, and hybrid events must meet certain requirements for accessibility for all participants, and follow specific guidelines. **Accessibility is the responsibility of the event host.** Accessibility should be addressed at the planning stage. There are both technical and programmatic considerations with respect to accessibility. For assistance determining what accommodation services are required for your event, and for help arranging these services, contact us at 800-833-8333.

I acknowledge that I have read and understand the ADA Requirements.

Please upload your event diagram(s) and/or site map(s)

Drop files or click here to upload

Other information about your event we should know

Acknowledgement

Please check the box below as acknowledgement

I hereby acknowledge that the information given is correct. Any required permits, forms, or processes assigned to me as a result of my answers on this form shall be presumed to contain the provisions that the applicant, their agent, and employees shall carry out proposed activities in compliance with all laws and regulations applicable thereto, whether specified or not, and in complete accordance with approved plans and specifications. By submitting this form, I acknowledge that I am responsible to comply with the requirements assigned to me as a result of my answers.



SACRAMENTO STATE

Thank you for submitting an Event Notification Form for your upcoming event.

By completing the Event Notification Form, you have triggered a notification to key departments on campus, including Risk Management, Campus Police, UTAPS, and Human Resources, among others. If any department requires further documentation or information regarding your event, they will contact you directly.



SSEP

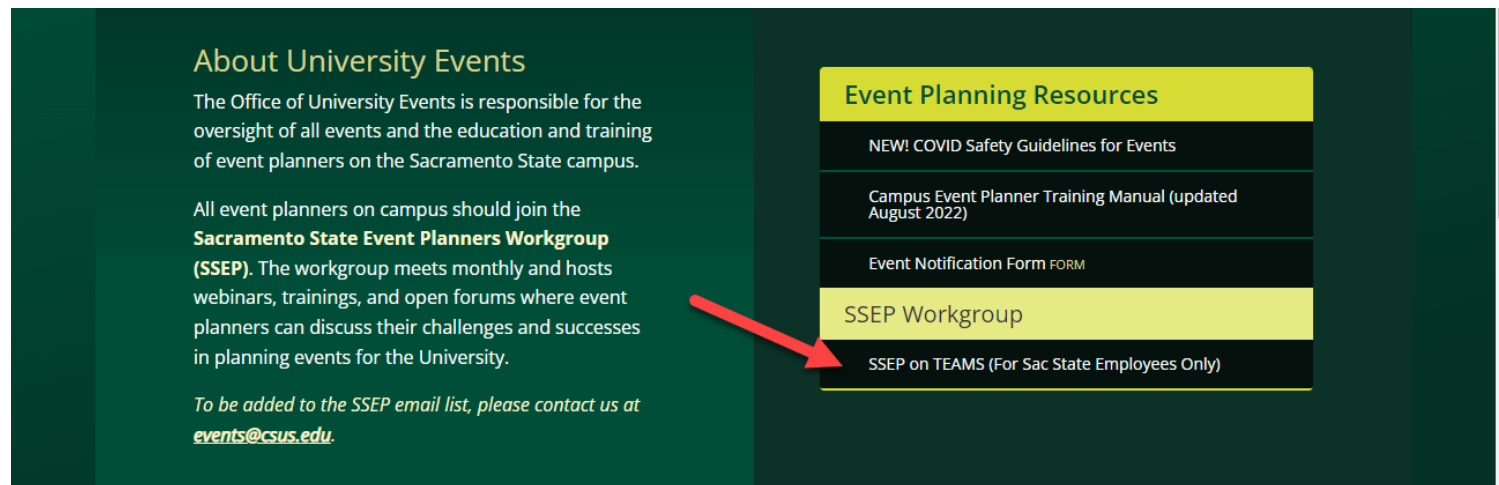
SACRAMENTO STATE EVENT
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FOR SACRAMENTO STATE EVENT PLANNERS

Sac State Event Planners Workgroup

- Created by Advancement, now ran by University Events
- A resource for all event planners
- Meetings are typically monthly during the semester or as needed
- Documents and meeting recordings available on Teams



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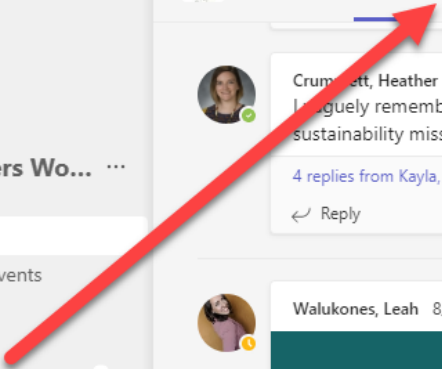
SSEP Workgroup

- SSEP on TEAMS (For Sac State Employees Only)

A red arrow points from the text "Documents and meeting recordings available on Teams" in the list above to the "SSEP on TEAMS" link in the screenshot.

All teams, Sac State Event Planners Wo..., General, COVID Safety Guidelines for Events

Resources and Meeting files



Post by Heather Crummett: 'I vaguely remember that it was mentioned we are a "balloon-free campus" at one of our sessions last year because of our sustainability mission. Is this still the case? I can't find anything online and am beginning to think I imagined it.'

Tuesday, August 23, 2022

Post by Leah Walukones: 'Special Safety Meeting | PPT Available' with a dark green header and text about PowerPoint slides.


Tuesday, September 13, 2022

Post by Kim Liaz: 'hi there, Our office, ORIED, is planning a faculty awards ceremony. We've asked around and it seems like a Wednesday or Thursday would be best.'

New conversation

SSEP Meeting Schedule 22-23

<p>Oct. 12, 2022</p>	<p>VENDOR SPOTLIGHT: Visit Days Event Solutions <i>Maggie Hansen (Admissions & Outreach)</i></p> <p>THE VENUE VIRTUOSO PANEL: A Discussion with Campus Affiliated Event Venue & Facility Representatives <i>Joe Loera (Housing)</i> <i>Rita Gallardo Good (Sac State Downtown)</i> <i>Erica Wood (The WELL)</i> <i>Brian & Cindi Dular (Aquatic Center)</i> <i>Rebecca Dietzler, Scott Palmer, Lely Araiza, & Spencer Clemmer (University Union)</i> <i>Jennifer Barber (Harper Alumni Center)</i></p>	<p>CLICK HERE TO REGISTER</p> <p><i>Or go to tinyurl.com/ssep-10-12-22</i></p>
<p>Nov. 9, 2022</p>	<p>GOING GREEN: Zero-Waste Event Guide <i>Laura Gonzalez-Ospina (Sac State Sustainability)</i></p> <p>EVENT HIGHLIGHT: Hornet Nest Fest 2022 <i>Gladys Glaude & Leah Walukones (University Events)</i></p> <p>VENDOR SPOTLIGHT: KSSU <i>Aaron Wall (Associated Students Inc.)</i></p> <p>VENDOR SPOTLIGHT: Peak Adventures Challenge Center <i>Michael Muñiz (Peak Adventures)</i></p>	<p>CLICK HERE TO REGISTER</p> <p><i>Or go to tinyurl.com/ssep-11-9-22</i></p>



FALL 2022 – SPRING 2023 Meeting Schedule

<p>Jan. 11, 2023</p>	<p>CONNECTING WITH CSUEPN: Introducing the California State University Event Professionals Network <i>Sam Camarena (CSU Office of the Chancellor)</i></p> <p>EVENT HIGHLIGHT: President's Holiday Celebration <i>Gladys Glaude (University Events)</i> <i>Leah Walukones (University Events)</i></p> <p>VENDOR SPOTLIGHT: Metro Media <i>Paul Tisa (Metro Media)</i></p>	<p>CLICK HERE TO REGISTER</p> <p><i>Or go to tinyurl.com/ssep-1-11-23</i></p>
<p>Feb. 8, 2023</p>	<p>THAT'S CLASSIFIED: Information Security Data Classification <i>Jagan Pandarinathan (Information Resources & Technology)</i></p> <p>FLOORPLANS, DIAGRAMS, AND MAPS (OH MY!): A Deep-Dive into Diagramming Tools, Samples, & More <i>Leah Walukones (University Events)</i></p>	<p>CLICK HERE TO REGISTER</p> <p><i>Or go to tinyurl.com/ssep-2-8-23</i></p>
<p>Mar. 8, 2023</p>	<p>THE RISK RUN-DOWN: Minors on Campus, Fire Marshal Permitting, Insurance Requirements & More <i>Janie Mutchler (Risk Management)</i> <i>Nayeli Gonzalez (Risk Management)</i> <i>Susan Colley-Monk (Risk Management)</i></p>	<p>CLICK HERE TO REGISTER</p> <p><i>Or go to tinyurl.com/ssep-3-8-23</i></p>

SSEP Special Meetings



The flyer features a vertical image on the left showing a tree trunk and white blossoms against a background of green and blue vertical stripes. The main text is in green and black, with a green button for registration. The background of the flyer has a light green and white color scheme with decorative dotted lines.

 **SSEP** | **SPECIAL MEETING**
SACRAMENTO STATE EVENT PLANNERS WORKGROUP

ACCESSIBILITY CHECKLIST FOR EVENTS
with Jennifer Murchison
Universal Access & Inclusion

OCTOBER 26, 2022
10:00 AM - 11:00 AM
ZOOM

REGISTER HERE

or go to tinyurl.com/ssep-10-26-22

NEW! AB 1775: Entertainment Vendors

- New [law](#) that requires all entertainment vendors have their employees trained and certified
 - OSHA 10 for employees
- Risk Management will be working with Procurement with contract language requirements
 - Vendor shall certify
- How does this effect you as a event coordinator?
 - If vendor cannot certify that their employees and subcontractors are trained in accordance to AB 1775, **find a new vendor!**

SSEP will host a special meeting soon!

Event Planner Training Manual

- Available on University Events' website & SSEP Teams

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Event Planner Training Manual

Events

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P2 [PART 2] CAMPUS AFFILIATED VENUES

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- 60 JULIA MORGAN HOUSE
- 62 CAMPUS SPACE MANAGEMENT
- 64 SAC STATE AQUATIC CENTER
- 66 UNIVERSITY UNION
- 70 SAC STATE DOWNTOWN
- 72 THE WELL



Available Equipment

Equipment may be available for you to borrow for your events!

- President's Office/University Events
 - Vases, decorative items, ceremonial scissors, A frames, air dancers
 - List provided on Teams
- University Staff Assembly
 - 10'x10' pop-up tents with green or gold/yellow canopy
 - Contact Janie Mutchler for more information
- Facilities
 - Long tables and metal folding chairs

University Events – Available to Consult



CONTACT US



events@csus.edu



Gladys Glaude

Director of University Events

gladysg@csus.edu | (916) 278-4952



Leah Walukones

Special Events Coordinator

walukones@csus.edu | (916) 278-2658



Carmen Zorick

Special Events Finance Analyst

carmen.zorick@csus.edu | (916) 278-4005

Questions?

Contact Information:

- Janie Mutchler
- Office of Environmental Health & Safety
- Risk Management Services
- x85447
- Xiong@csus.edu
- Always available on Teams to chat!

