



EVENT GUIDELINES

(THROUGH MAY 20, 2021)

Due to COVID-19, under the direction of the CSU Chancellor's Office and Sacramento State's President Robert S. Nelsen, all Sacramento State events and meetings should be converted to virtual, if at all possible, through May 20, 2021, or until directed otherwise.

No in-person events are permitted through May 20, 2021. If a planner believes their event should be granted an exception, they must meet with their Vice President, who will in turn meet with President Nelsen to discuss. If approved to host an in-person event, you must still comply with all steps outlined in this document.

This document outlines the required guidelines and procedures surrounding the planning of events taking place during campus closure, under the direction of the Office of University Events, and in partnership with the Office of Risk Management.

WHAT CONSTITUTES AN "EVENT"?

An event can be defined as any special event (taking place in-person or virtually) not related to educational instruction or regular departmental office procedures. This may include, but is not limited to:

- Education/Career Fairs
- Conferences
- Conventions
- Forums
- Festivals
- Concerts
- Convocations
- Seminars & Speaker Series
- Grand Openings
- Groundbreaking Ceremonies
- Galas
- Receptions & Dinners
- Check Presentations
- Press Conferences
- Symposiums
- Sporting Events
- Picnics & BBQs
- Vigils
- Special Ceremonies

If you are unsure if the gathering you are planning is considered an event, you can contact the Director of University Events for clarification and guidance at gladysg@csus.edu.

ADA REQUIREMENTS FOR VIRTUAL EVENTS

Just as all in-person events must meet certain ADA requirements for their participants, all virtual meetings and events must follow specific guidelines as well. Accessibility is the responsibility of the event host. Access should be addressed at the advent of planning any event. There are both technical and programmatic considerations where access is concerned.

1. If your virtual event is public facing and requires no registration, you *should* automatically arrange for real time captioning and ASL Interpreter(s).
 - a. For assistance determining what captioning and ASL services are necessary for your particular event, and for help arranging these services, contact asl@csus.edu.
 - b. Any and all planned accommodations should be listed publicly, either on event's promotional materials or on the registration form.
2. If your virtual event is private, meaning it is by invitation only, you must ask participants what accommodations they require.
 - a. You can do this by having an open-ended question during your registration process.
 - b. You can also include a contact person for accommodation requests on all promotional materials.

For clarification on any of the above items, feel free to view the [Inclusive & Accessible Events website](#), or contact the Division of Inclusive Excellence at diversity@csus.edu.

REQUIRED RISK MANAGEMENT DOCUMENTS

All events must adhere to guidelines, set in place by Sacramento State's Office of Risk Management and the Office of University Events. Below are the required forms for event planner use.

- **Event Notification Form**

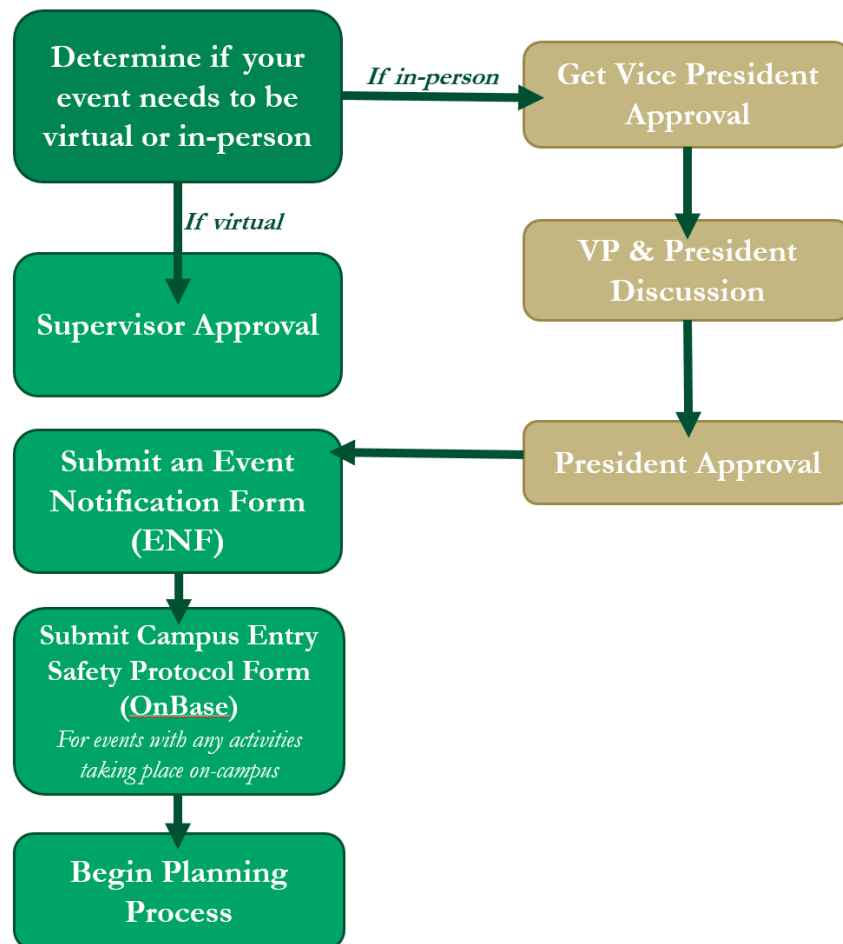
The President's Office seeks to ensure that virtual events comply with Risk Management and other campus requirements. By completing the [Event Notification Form](#), you will trigger a notification to key departments on campus, including Risk Management, Campus Police, UTAPS, and Human Resources, among others. If any department requires further documentation or information regarding an event, they will contact you directly.

- **Campus Entry Safety Protocol Form** (found in OnBase)

Any activities taking place on campus related to your event(s) require submission of this form. For example, if your team plans on going into your campus office to run a virtual event, while attendees will log in remotely, you are still required to submit the Campus Safety Protocol Form for your time in the office.

For additional information and resources from Risk Management, visit their [COVID Safety Planning for Use of Campus Space](#) webpage.

EVENT APPROVAL PROCESSES INTERNAL EVENTS



EXTERNAL IN-PERSON EVENTS



**Emergency requests (such as those from police, fire, or health care agencies) should be made to the Sacramento County Office of Emergency Services, who will review requests, and submit to the President's Office for consideration.*

RECOMMENDED PLATFORMS & RESOURCES (IRT)

Sacramento State's Information and Resource Technology (IRT) Department offers a variety of software and tools to Sacramento State faculty and staff, many of which can be utilized in virtual event planning.

- ZOOM** Connecting Sacramento State, virtually! This cloud-based audio/video web conferencing and recording application facilitates meetings for groups of 300 and webinars for groups of 3,000. Zoom from a desktop, laptop, tablet, or a smartphone. Conduct or attend live webinars, or pre-record and post on-demand videos or presentations. Features such as screen share, live chat, polling and breakout rooms help engage your audiences, and built-in universal accessibility features connects participants of all abilities. For more info on zoom, visit tinyurl.com/sacstate-zoom.
- TEAMS** Office 365 Teams provides you with a chat-based workplace, where file-sharing, conversations, and tasks happen in the same place. Teams also has a webinar/video conferencing tool available. For more info, visit tinyurl.com/sacstate-teams.
- TRUMBA** Sacramento State's Campus Event Calendar is powered by Trumba, a calendaring system that can also be utilized as a registration form for events! For more information visit tinyurl.com/sacstate-trumba.
- ONEDRIVE** Save and share files with free online storage. Quickly open and save OneDrive files in Office apps like Word, Excel, PowerPoint, and OneNote. OneNote files can be shared with group in and outside of the University, so it is ideal for communication and file sharing with external groups, as well as internal groups.
- QUALTRICS** Qualtrics is the Campus' solution for creating and managing advanced survey instruments, distributions, data storage and analysis. This flexible system can be used for simple file uploads, event registration, event surveys, and much more, and can be utilized to collect level 1 and 2 data.

For a complete list of the IRT software catalog, go to tinyurl.com/sacstate-irtcatalog.

If you are interested in a 3rd-party software or tool not already provided by IRT's catalogue, you must [consult with IRT](#) and utilize the [ICT Approval Process](#) before purchasing.

If you are interested in live streaming an event, please request a consultation from [Creative Services](#).