



FALL 2026 – SPRING 2027

MEETING SCHEDULE

2026

ALL MEETINGS WILL BE HELD VIA ZOOM AT 10:00 AM

AUG 12

CLICK TO REGISTER

(or go to <https://tinyurl.com/ssep-8-12-26>)

WHY WE FILL OUT THE EVENT NOTIFICATION FORM

Janie Mutchler, Risk Management Services

DRIVING ON UNIVERSITY BUSINESS

Doug Whited, Risk Management Services

EVENT PLANNER TRAINING MANUAL UPDATES

Carmen Fuentez-Hooton, University Events

VENDOR SPOTLIGHT: STEAMBOAT PROMOTIONS

Bill Herenda, Steamboat Promotions



SEPT 9

CLICK TO REGISTER

(or go to <https://tinyurl.com/ssep-9-9-26>)

UNIVERSITY POLICE SERVICES FOR CAMPUS EVENTS: WHAT EVENT PLANNERS NEED TO KNOW

Deputy Chief Christina Lofthouse and Sergeant Brian Elmore, University Police Department

DOES MY EVENT NEED A FIRE MARSHAL PERMIT?

Janie Mutchler, Risk Management Services

A "GOOD" CERTIFICATE OF INSURANCE (COI)

Doug Whited, Risk Management Services

ELEVATING CAMPUS EVENTS WITHOUT ELEVATING COSTS

Ellis Thomas and Karen Carrillo, Office of the President



OCT 14

CLICK TO REGISTER

(or go to <https://tinyurl.com/ssep-10-14-26>)

FEEDING SUCCESS: CATERING STRATEGIES FOR MEMORABLE EVENTS

Chantel Brown, Epicure Catering

EVENTS WITH OPEN FLAMES

Janie Mutchler, Risk Management Services

WAIVERS FOR VENDORS

Doug Whited, Risk Management Services



NOV 4

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(or go to <https://tinyurl.com/ssep-11-4-26>)

GREEN IS THE NEW GOLD: SUSTAINABLE EVENTS AT SAC STATE

Laura Gonzalez-Ospina, Office of Sustainability

EVENTS AND EMERGENCIES

Janie Mutchler, Risk Management Services

VENDORS DRIVING ON CAMPUS

Doug Whited, Risk Management Services

2027

JAN 13

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(or go to <https://tinyurl.com/ssep-1-13-27>)

NAVIGATING PROCUREMENT AND AP FOR CAMPUS EVENTS

Sebastian Head, Procurement and Contract Services

EVENT NOTIFICATION FORM REMINDERS

Janie Mutchler, Risk Management Services

REQUESTING A CERTIFICATE OF INSURANCE (COI)

Doug Whited, Risk Management Services

VENDOR SPOTLIGHT: WILTED BEAUTY

Chelcee Klovee, Wilted Beauty

FEB 10

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(or go to <https://tinyurl.com/ssep2-10-27>)

VISUAL IDENTITY UPDATES: WHAT'S CHANGING AND WHY

Becky Repka, University Communications

VOLUNTEER COMPLIANCE AND BEST PRACTICES FOR CAMPUS EVENTS

Matthew Kurtz, HR Employee Services

SPECIAL EVENT PLANNING WITH SAFETY IN MIND

Janie Mutchler, Risk Management Services

SPECIAL EVENT INSURANCE

Doug Whited, Risk Management Services

MAR 10

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(or go to <https://tinyurl.com/ssep3-10-27>)

FACILITIES SERVICES: RESOURCES, TIMELINES, AND TIPS FOR EVENT SUCCESS

Glen Schaezlein, Facilities Management

HEAT ILLNESS PREVENTION

Janie Mutchler, Risk Management Services

FILMING REQUESTS

Doug Whited, Risk Management Services