



EVENT PLANNER

Training Manual







TABLE OF CONTENTS

02

[PART 0]

Welcome to SSEP

- 2 WHAT IS SSEP?
- 3 WHAT CONSTITUTES AN EVENT?
- 3 EVENT CONSULTATIONS

05

[PART 1]

The Planning Process

- 6 ASSESS (PRE-EVENT)
- 7 PLAN
 - 7 ASSEMBLING A TEAM
 - 9 PLANNING TIMELINES
 - 12 VOLUNTEER COORDINATION
 - 14 EVENT BUDGETS
 - 16 FOOD & BEVERAGE COORDINATION
 - 19 DECOR & THEME
 - 24 OUTREACH & COMMUNICATION
 - 26 EVENT PROGRAMMING
- 33 PREPARE
- 34 EXECUTE
- 38 ASSESS (POST-EVENT)
 - 39 SURVEYS & EVALUATIONS
 - 40 DEBRIEF MEETINGS
 - 41 FINAL REPORTS

45

[PART 2]

Planning Considerations

- 46 ON CAMPUS PARTNERS
- 56 OTHER CONSIDERATIONS
- 60 **NEW:** COLLECTIVE ACCESS & INCLUSIVE EVENT PLANNING
- 62 COORDINATING INTERNATIONAL & VIP CAMPUS VISITS

67

[PART 3]

Campus Affiliated Venues

WHAT IS SSEP?

The purpose of this training manual is to educate and empower Sacramento State event planners to plan and deliver high-level events that meet the expectation and requirements of the University as a whole. This manual includes step-by-step examples of planning events at particular campus-owned facilities and venues, along with sample tools for event planning needs, contact information for important vendors, venues, resources, and much more.

The Sacramento State Event Planners Workgroup (SSEP)

is a group, managed by the University Events department, dedicated to the training, education, and collaboration of all Sacramento State staff who plan events on behalf of the university.

SSEP meets monthly (August through April), hosting 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 events@csus.edu.
- >> To join the SSEP Teams group, search for "Sac State Event Planners Workgroup" on Microsoft Teams, or email us at events@csus.edu.
- >> When events are officially scheduled, be sure to submit an Event Notification Form to be sure you are in compliance with all necessary event requirements.

Go to tinyurl.com/sacstate-new-enf to submit your events.



WHAT CONSTITUTES An Event?

An event at Sacramento State can be defined as any planned gathering (taking place in-person or virtually) not related to educational instruction, curricular activities, 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
- Ground breaking Ceremonies
- Galas
- Receptions & Dinners
- Press Conferences
- Symposiums
- Special Sporting Events
- Picnics & BBQs
- Vigils
- Rallies
- Special Ceremonies
- Fundraisers

If your activity falls into one of the categories above, it should generally be planned using the University's event planning process and submitted through the appropriate campus event notification procedures. If you are unsure whether your activity qualifies as an event, contact University Events at events@csus.edu before moving forward.

EVENT Consultations

- Do you need advice on converting your event from in-person to virtual?
- Did you invite too many people to your department's reception, and now need to figure out what you can do to fix it?
- Do you need help establishing a timeline that you can follow throughout the planning process?

The Sacramento State Event Planners Workgroup Core Committee is here to help!

We can offer consultation meetings to help answer questions, walk you through our preferred practices, and send you off with helpful tools and resources. Simply contact University Events at events@csus.edu to schedule a consultation.



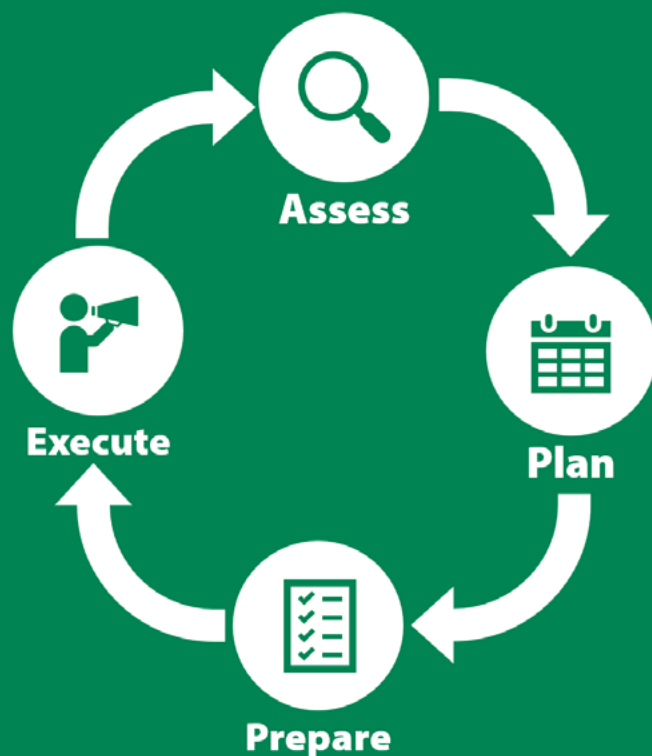


[PART 1]

The Planning Process

Whether you are a seasoned event planner or brand new to the process, this section has been created to help any Sacramento State event planner better navigate the sometimes confusing and often overwhelming world of event planning for our University.

The processes, sample documents, and examples given in this part of the manual, serve as guidelines and recommendations. Still, we understand that every event is different, and every event planner has their own working style. We encourage you to use the tools provided in this section as you see fit for your events.



Assess

WHY CONDUCT A NEEDS ASSESSMENT?

Performing a needs assessment is critical before planning any event. Answering a set of questions tailored to your department or division's needs will allow you to gather vital information about the who, what, when, where, and why of your event, help you to set goals and objectives for your event, and help you formulate an implementation plan.

ASSESSMENT FORMATS

There are different formats and ways of conducting a needs assessment. Some planners have an online evaluation that event owners can complete on their own, others prefer to meet with event owners and discuss in an informal Q+A their needs, by asking open-ended questions.

The most common form of needs assessment (and the one we most highly recommend) is a written form/evaluation that an event planner can go over with their event owner. This assessment allows the planner to ask set questions, while allowing them to go into deeper and more targeted conversations about the event with event owners.

WHAT TO ASSESS

WHY

This is likely the most important question of all to help frame your event. Why are you hosting it at all? What is the purpose to hold the event? What are the goals and objectives?

WHO

Who is your audience? What is the demographic that you are targeting? What is the age range of your target audience? All of these questions can help to determine the voice of your event, the format, the content, and more.

WHAT

What is the format of the event? Is it an informal picnic or a high-level meeting? Answering this can help frame the rest of your event needs.

WHEN

What time of year should your event take place? Is it connected to any other events or programs? Will it be during the school year or the summer? What time of day will attract the most attendance? All of these questions help determine the preferred time of your event.

WHERE

What is the expected attendance of your event? Should it be outdoors or indoors? Will it be more formal or informal? All of these questions can help determine the best location and facility to host your event. See Part 02 for more information about campus affiliated venues and facilities.

WHAT'S THE GAMA FOR YOUR EVENT?

GOALS

What do you hope to accomplish?

AUDIENCE

Who is your audience? Be specific on the audience. If it is too vague, it will be harder to find your marketing message to recruit attendees.

MESSAGE

What do you want the audience to know about this event? Why should they attend?

ACTIONS

What do you want the audience to take away when they leave?

Plan

ASSEMBLING A TEAM

WHY NOT DO IT YOURSELF?

Putting together events on your own is all but impossible. It requires a considerable variety of skillsets, timelines, and abilities. For these reasons, it is integral to assemble a team to meet the specific needs of your event. Having a strong team can aid in creative problem solving, because each team member can bring a unique perspective to the event, appeal to and speak for different audiences and demographics, and help find creative solutions.

Great teams don't just happen. It takes work and effort to find the right combination of skills and personalities, and event planning teams aren't a one-size-fits-all approach. What works for one event might not work for another. The key is to understand the scope of the event and put the right people in place – people who can get results. Even though the actual layout of each event varies, the basic requirements for arranging a team remain the same. If you cannot organize a large planning committee or don't have the support of a team behind you, you can still find ways to get the important input of your colleagues. Brainstorming sessions or committee meetings are one way to get multiple inputs and voices in the mix, even if you do not have a large team to help with the logistics.

HOW DO YOU RECRUIT THE RIGHT COMMITTEE?

When you are recruiting for a committee, you should understand the difference between collaboration and partnership:



Collaboration: I connect with you in the workplace, so we are both informed and involved, but not invested.



Partnership: We are invested in the work and our combined success. We are in this together, start to finish.



INVEST TIME IN YOUR COMMITTEE

- **Play to their strengths:** Create an interest form for the committee to learn about what interests them. This will help you identify where to place each person.
- **Help them grow:** Committee members are seeking growth, so invest your time to understand their goals.
- **Define success:** Build relationships with the committee to build a culture of success. They will invest in you and your goals, as much you invest in theirs.
- **Expand their vision:** Approach each planning committee as professional development for all those involved.

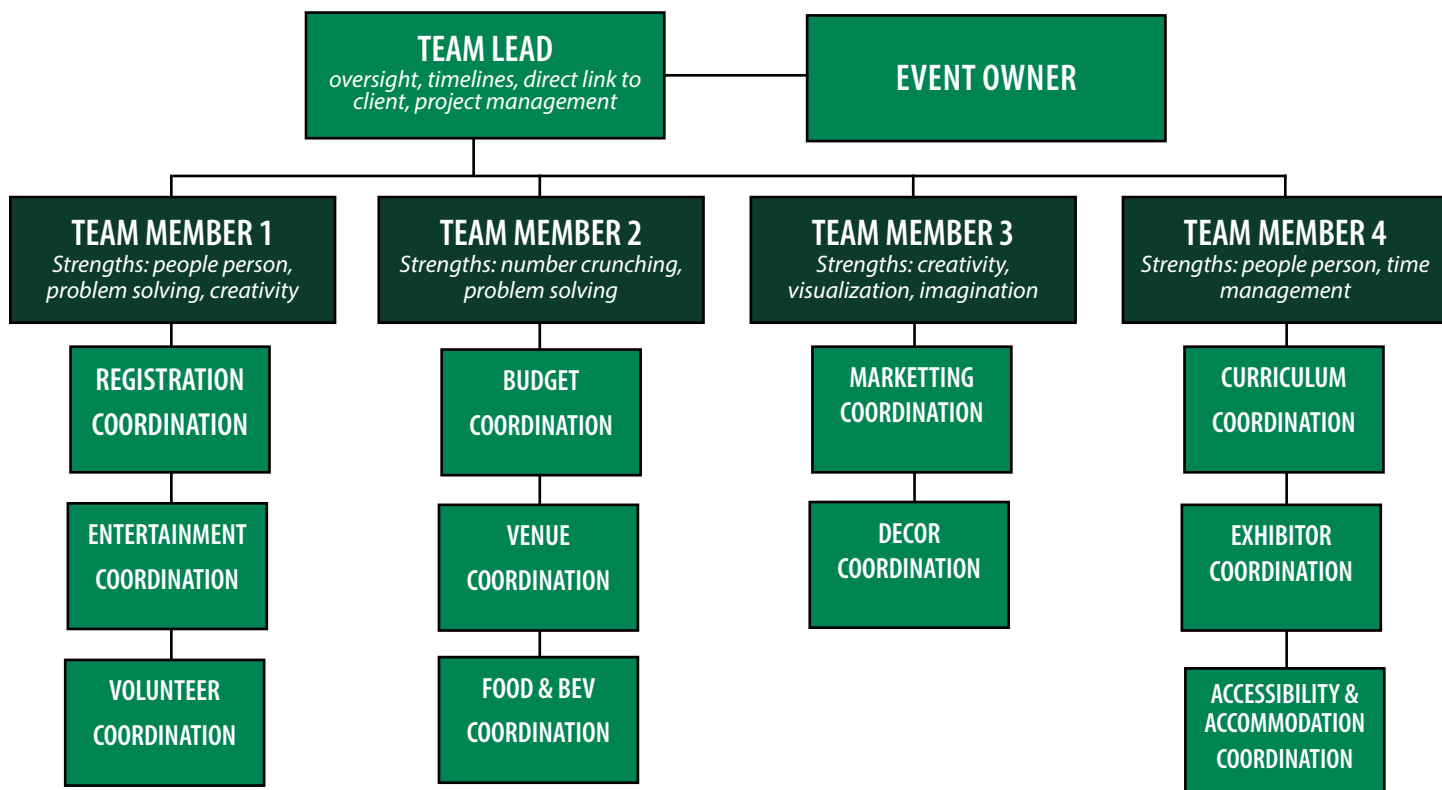
SET CLEAR EXPECTATIONS FROM START TO FINISH

How much time should each committee member plan to set aside for this committee? How long will the committee last, days, weeks, months, etc...? Who will keep track of the hours, the progress of the project, etc...? What is expected from each member? What are we trying to accomplish? How do we measure success?

WORDS MATTER

Avoid being too technical. Projects, goals, and expectations should be set in simple, clear language. Speak loudly and clearly. Committee members cannot read your mind. Silence sends mixed signals. Be a part of the team. Celebrate the committees' successes and find areas of mutual growth.

SAMPLE PLANNING COMMITTEE CHART



PLANNING TIMELINES

Planning timelines are one of the most important tools you can use and create when planning any event. They not only act as a checklist for you and your team, but help you to set deadlines for every task associated with your event.

While there are a variety of examples of planning timelines, we find it most helpful to arrange event planning timelines by category, and then by due date of each individual task. Some planners find it more beneficial to set broad dates (such as "6 months before event") while others prefer setting specific dates. The particular arrangement and format of your timeline should be catered to your event's and team's needs.

You can also utilize various programs to create and keep on top of your planning timeline. Still, the simplest and most easily accessible format is an excel spreadsheet, as shown in the example below. Other tools for creating timelines include Microsoft Teams, Team Dynamix, and other online programs.



SAMPLE PLANNING TIMELINE #1

In this example, green check marks indicate a completed task.

Yellow "IP" marks a task that is currently in progress.

Red boxes indicate tasks that are not yet complete.

✓	TASK	DUE DATE	NOTES
✓	Confirm President's Availability	5/1/2019	
✓	Place tentative hold with HAC	6/1/2019	Official hold begins next year
✓	Send save the date email to deans	9/1/2019	
✓	Submit Epicure Placeholder	10/4/2019	Include cocktail tables and linen
✓	Get Paul/UA's approval on borrowing books	10/14/2019	Schedule pick-up on calendar
✓	Order parking permits from UTAPS	11/1/2019	
✓	Draft Provost Memo & send for signature	1/3/2020	
✓	Provost sign-off on memo due	1/7/2020	
✓	Send deans memo and eligible lists of students	1/13/2020	Memo to be sent via email and by campus mail Be sure to also ask auxiliary deans to save the date
✓	Send Designer (U Comm) request for program design	1/13/2020	Send official timelines (with tentative photoshoot dates)
✓	Send U Comm request for photographer		
✓	Send request letter to Provost to MC the dinner	1/30/2020	
✓	Send reminder to deans of the deadline!	2/3/2020	"One month away!"
✓	Invite Deans & Cabinet to RSVP	2/21/2020	
✓	Draft Program (not including bios)	2/28/2020	Send to designer for review
✓	Draft Acceptance emails/letters to recipients	2/28/2020	Get Cely to review/President's signature
✓	Deans submissions deadline	3/3/2020	Suggest they inform their students immediately as we reach out starting Thurs 3/5 *be sure to scan the acceptance letters and send via email as well! New: ask for baby/family pictures for scrolling PPT
IP	Send acceptance letters and emails to students	3/5/2020	BINDER! Also ask Cely to draft bios
✓	Send student bios and supporting docs to President	3/5/2020	
IP	Schedule photoshoot dates with students	3/16/2020	
IP	Schedule interviews with President	3/16/2020	
--	Photoshoot Dates	3/19-23/2020	
--	President's Interviews	3/19-4/1/2020	
--	Order Medal Plates	3/20/2020	FIND NEW VENDOR
IP	Student Bios drafted (by Cely) -- Send to designer for program	3/20/2020	Sent to sarah for drafting 3/4
--	Student Headshots due to designer (for PPT)	3/20/2020	
--	Program draft due from designer	3/24/2020	Get Cely's approval/final edits
--	Program sent to printer	3/27/2020	
--	RSVP's due/guest list finalized	3/30/2020	
--	Briefing notes due to Cely, President, Provost, and Deans	4/1/2020	Be VERY detailed in explaining the time limit and what is expected!
--	Final Counts/Set up details to vendors	4/3/2020	

In this example, due dates have specific dates and are arranged in chronological order.

Having a "notes" column can help teams keep track of who is doing what or give a reason for why an overdue task might not be complete.

SAMPLE PLANNING TIMELINE #2

TASK	DUE DATE
Request sent from VP of Advancement to Cabinet members for MPP volunteer positions. After securing volunteers, create sign-up sheet w/shift assignment	4-6 weeks out
Collect scripts from College Commencement Coordinators; proof scripts and email final copies back to coordinators	4 weeks out
Request updated mailing list of eligible grads from admissions and records. Forward list to Alumni Relations and Grad Images for direct mailings	3 weeks out
Program due to printer. Review work order checklist: postcard, brochure, poster, ads, certificates, diplomas, program cover, etc...	2 weeks out
Define roles of on-site staff	1 week out
Prepare script binders for cabinet and platform party	1 week out
Make sure regalia is coordinated for special guests/speakers (has this been ordered? who will bring to ARCO?)	1 week out

SAMPLE PLANNING TIMELINE #3

2020	November					
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
01	02	03	04	05 Logistical/Guest Experience Committee Meeting	06	07
08	09	10 Task Force Meeting	11	12	13	14
15	16 VETERANS DAY	17 Communications Committee Meeting	18 Giuseppe, Confirm Student Hosts/Ambassadors	19	20 All Committees Meeting	21
22	23	24	25	26 THANKSGIVING DAY	27	28
29	30	01	02	03	04 Attendance Committee Meeting	05
06	07	Notes:				

In this format, tasks are arranged by date in a calendar format. This format is not recommended if you have a lot of tasks, or details you need to keep track of.

		January					
			TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
21		29	CAMPUS CLOSED	30	31	01	02
28		05	06	07	08 Attendance Committee Meeting: Discuss	09	
05		12	13 Lorell video filming this week	14	15	16	
		19	20 Logistical/Guest Experience Committee Meeting	21	22	23	
		26	27	28	29	30	
31	01	Notes:					

SAMPLE PLANNING TIMELINE #4

Hornet Nest Fest '25 August 22, 2025 Acorn Amphitheater (Main Quad)		May		June				July					August		
		Week 3 (May 19-23)	Week 4 (May 26-30)	Week 1 (June 2-8)	Week 2 (June 9-13)	Week 3 (June 16-20)	Week 4 (June 23-27)	Week 1 (Jun 30 - Jul 4)	Week 2 (July 7-11)	Week 3 (July 14-18)	Week 4 (July 21-25)	Week 5 (Jul 27 - Aug 1)	Week 1 (Aug 4-8)	Week 2 (Aug 11-15)	Week 3 (Aug 18-22)
EXHIBITOR COORDINATION (ALE)															
Exhibitor Coordination															
Create Registration form (Formstack)			☒												
Duplicate and update spreadsheet			☒												
Duplicate and update Call for Exhibitors			☒												
Send Call for Exhibitors				☒											
Duplicate and update Confirmation Email				☒											
Send final confirmation & details email													☐		
Print FM Waivers & Signs for onsite															☐
Print check-in lists for onsite															☐
VENDOR COORDINATION															
Contact vendors for initial estimates															
Celebrations (Rentals)			☒												
CCE Paramedic (Raymond)			☐												
DJ Louie				☐											
Epicure (Catering) -- submit placeholder & schedule meeting				☒											
Metro Media (AV)				☐											
Tops Pen (Hanson)					☐										
Vendor Quotes submitted for PO (July 7)															
Celebrations (Rentals)									☐						
CCE Paramedic (Raymond)									☐						
DJ Louie									☐						
Epicure (Catering)									☐						
Metro Media (AV)									☐						
TBD Shirt Vendor									☐						
Final Details & Confirmations sent to Vendors															
TBD Shirt Vendor -- final counts due ____									☐						
Celebrations (Rentals)														☐	
CCE Paramedic (Raymond)														☐	
DJ Louie														☐	
Epicure (Catering) -- dietary restrictions & final counts														☐	
Metro Media (AV)														☐	
ATTENDEE REGISTRATION															
Registration & Accommodation Requests															
Duplicate & update registration form (Qualtrics)			☒												
Send weekly registration reports to Gladys				☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Monitor registrations for accommodation requests				☒	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
VOLUNTEER COORDINATION															
Initial Volunteer Coordination Tasks															
Duplicate & update registration form (Qualtrics)			☒												
Schedule virtual volunteer orientation (calendar)			☒												
Send Call for Volunteers Sac Send out (KT)				☐											
HR Approvals & Confirmations															
Send registration form to HR for approval				☒											
Send HR weekly registration reports for approval					☐	☐	☐	☐	☐	☐	☐	☐	☐		
Send confirmation emails, as needed					☐	☐	☐	☐	☐	☐	☐	☐	☐		
Additional Volunteer Coordination Tasks															
Duplicate & draft orientation PPT												☐			
Conduct volunteer orientation (Aug. 15)														☐	Aug 15
ENTERTAINMENT COORDINATION															
MCs/T-Shirt Cannon															
Send initial Save-the-date to MC(s) & confirm			☒												
Send initial Save-the-date to T-Shirt Cannon Duo			☒												
Draft program flow/talking points for MC(s)									☐						
Send program flow draft to MC(s) for feedback												☐			
Final coordination details sent to MC(s)														☐	
Athletics															
Send initial Save-the-date			☒												
Get expected attendance counts for catering													☐		
Coordinate on-stage elevator pitches with coaches													☐		
Marching Band, Cheer, Drumline, Dance															
Send initial Save-the-date			☒												
Get expected attendance counts for catering													☐		
Send final logistics & details														☐	

VOLUNTEER COORDINATION

Information for this section provided by:

Matthew Kurtz
*Employment Services
Administrative Assistant,
Human Resources*

All volunteers for Sacramento State events should be routed through, and approved by Human Resources. The steps outlined below can help planners navigate official forms and tools for recruiting and properly vetting their event volunteers. A volunteer may perform work or provide services without compensation for a quarter, semester, academic year, calendar year, session, or any part thereof. Work or services performed may be on an ongoing basis or for a short-term event. Volunteers may perform a variety of functions in support of campus activities.

It is not the intent that volunteers replace or supplant the work performed by CSU employees (represented or non-represented). As such, volunteers may not be used in full-time, long-term assignments. Volunteer assignments are generally expected to be sporadic or of limited duration (e.g., assistance with special events or volunteering on a part-time basis over the course of a term).

Volunteers are not employees of the California State University (this includes current CSU employees when they are performing volunteer duties), and are therefore not eligible for or entitled to compensation for services, sick leave, vacation accrual, retirement, and/or insurance benefits for their hours of volunteer service.



HR VOLUNTEER PROCESS

COMPLETE A VOLUNTEER APPLICATION FORM

Planners can submit an application form through Adobe Sign for each of their individual volunteers at <https://tinyurl.com/sacstate-volunteer1>.

-or- If your event requires a large number of volunteers, it is suggested you set up a Qualtrics form to collect all volunteers' data, and submit in batches to HR.

**Please note if you choose to utilize Qualtrics to collect volunteer data, you must meet specific requirements, including collection of specific contact info, an acknowledgement statement, etc..*

CANRA ACKOW- LEDGEMENT

Along with the Volunteer Application Form, all volunteers must submit an acknowledgement of their requirement to report child abuse and neglect while performing their duties. This acknowledgement can be submitted as a separate document, or as part of the Qualtrics data. The printable version of this acknowledgement form can be found at tinyurl.com/sacstate-canra.

BACKGROUND CHECK

In some cases a background check may be required for your volunteers. HR will determine this after receiving completed Volunteer Application Forms, and will get back to you and your volunteer with additional information on next steps.

Volunteers may not begin volunteering until paperwork has been approved by HR.

For questions about these requirements and all things HR/Volunteer related, contact Matthew Kurtz at kurtz@csus.edu or 916-278-5579, or visit www.csus.edu/administration-business-affairinternal/your-hr/employment-services/volunteers.html

EVENT BUDGETS

Establishing an event budget is a crucial step during the planning phase, right after assessing your needs and creating an event timeline. A budget is a detailed forecast of what will be happening financially before, during, and after your event. It helps control your expenses and revenues, and can be used to measure the success of your event's performance. Although a well-planned budget takes time to create and manage, it can mean the difference between the success or failure of your event.

When building your event budget, it's best to determine what financial success means for your event and how you want to measure it. To achieve this, you need to list every possible expense (and revenues, if applicable) that will likely occur for your event. Once you've developed your budget, you'll have to track and review it regularly to ensure you stay within the allocated resources.

Below are some things to consider when building your event's budget.

1. EXPENSES VS. REVENUES

It is crucial to differentiate between expenses and revenues for your event. Revenue is the source of income for your event. It can often come from University funding, sponsors, or other sales. Every event has different revenue. Expenses are the costs associated with the event. Every single cost should be tracked. In most cases, you want to end with an equally balanced budget where the expenses and revenues equal out, or alternatively, you may want to end up with an excess of revenue, especially for fundraising events.

2. PROJECTION ACCURACY

Has your event taken place before? If so, it is important to use historical data to create and update the current event's budget for accuracy. If historical data isn't available, get official quotes from vendors to help build the most accurate budget projection possible.

3. COMMON BUDGETING CATEGORIES

Common categories and line items for event budgets include, but are certainly not limited to venue/facility rentals, food & beverage costs, audio visual costs, decor costs, etc.

4. RECONCILIATION

It is of the utmost importance to reconcile your budgets after the event. This means you need to completely fill out the actuals section to see how your spending was, compared to your projections. This information is very important to event owners, especially when determining the cost vs. benefits of the event.

SAMPLE BUDGET

In this example, we have broken the columns into line item number, description, projected unit, projected rate, projected subtotal, actual cost, and difference. This allows you to compare your estimates to the actual costs. The projected costs should be set up before your event, while actuals should be updated as expenses and revenues are incurred.

We have categorized each expense line item so the budget is easier to review and understand. This also allows you to track trends. For example, are you going over in facility expenses, but often under budget in printing costs?

Red text in parenthesis indicates line items that have gone over our projections. Some event owners may not allow you to go over in any line item, while others are more flexible and allow it as long as the overall budget is not in a deficit.

Including a budget summary at the end of your budgets allows you and your clients to be able to easily see the financial outcomes, without having to get into the details. This is especially helpful with very long budgets with a large amount of line items.

EXPENSES		PROJECTED			ACTUAL	
FACILITY/VENUE EXPENSES		UNIT	RATE	SUBTOTAL	ACTUAL	DIFFERENCE
1	Venue Rental Fees	1	\$1500	\$1500	\$1450	\$50
2	Catering Costs (boxed lunch, \$12/pp) all inclusive	100	\$12	\$1200	\$1000	\$200
3	Audio Visual Rentals & Personnel	1	\$850	\$850	\$900	(\$50)
4	Parking Permits	100	\$10	\$1000	\$1000	\$0
FACILITY/VENUE SUBTOTAL				\$4550	\$4350	\$200
PRINTING & DUPLICATION EXPENSES		UNIT	RATE	SUBTOTAL	ACTUAL	DIFFERENCE
5	Save the Dates Postcards	120	\$.50	\$60	\$65	(\$5)
6	Invitations	120	\$1	\$120	\$125	(\$5)
7	Postage	250	\$.10	\$25	\$23	\$2
8	Directional Signage	10	\$25	\$250	\$250	\$0
PRINTING & DUPLICATION SUBTOTAL				\$450	\$463	(\$12)
SUPPLIES & SERVICES EXPENSES		UNIT	RATE	SUBTOTAL	ACTUAL	DIFFERENCE
9	Balloons (Party Concierge)	1	\$400	\$400	\$375	\$25
10	Drawstring Bag Swag (Carson Solutions)	100	\$3	\$300	\$300	\$0
11	Lanyards & Namebadges	100	\$2	\$200	\$200	\$0
SUPPLIES & SERVICES SUBTOTAL				\$900	\$875	\$25
EXPENSES SUBTOTALS				\$5900	\$5688	\$212
REVENUES		PROJECTED			ACTUAL	
1	Exhibitor Registration Fees	45	\$100	\$450	\$500	\$50
2	Gold Sponsor Fees	3	\$1000	\$3000	\$3000	\$0
3	Silver Sponsor Fees	4	\$750	\$3000	\$2250	(\$750)
REVENUE SUBTOTAL				\$6450	\$5750	
BUDGET SUMMARY		PROJECTED			ACTUAL	
Event Expenses		\$5900			\$5688	
Event Revenue		\$6450			\$5750	
TOTAL		\$500 (projected revenue)			\$62 (actual revenue)	

FOOD & BEVERAGE

Food and beverage is one of, if not the most critical aspect of any event. If your event has any form of food and beverage service, these tips, tricks, and cheat-sheets should help you to truly narrow down your food and beverage needs, and get a more accurate order for your event attendees.

CONSIDERATIONS WHEN ORDERING



TIME OF DAY

If guests have eaten other meals before your event, they will eat less than if you plan your event at a meal time. For example, if you host a post-dinner reception, you should only order ~6 hors d'oeuvres per person, as opposed to a reception that takes place during or in place of a meal, where you should serve ~10 pieces per person.



AUDIENCE

Consider appetites. A group of young participants may have different tastes and expectations than adults.



SPECIAL NEEDS

If pre-registration is an option, always ask for special dietary needs and requests. If it isn't, have a vegetarian, vegan, as well as a gluten free option available upon request.



LEFTOVERS

While we always aim to have an accurate catering order, sometimes overages happen. Consider your options for leftovers. If the caterer will not take the leftovers back, ask to donate the food. The Good Samaritan Act is a federal law aimed at encouraging the donation of food to nonprofit organizations and allows you to donate any un-touched food from your event. If you utilize Epicure to cater your event, ask them to send out a push notification, notifying students that food is available for them!



BUFFET V. PLATED

It is important to determine which form of food service will work best for your event. Buffets generally cost more per-person, because when people serve themselves, they tend to take more, and often go back for seconds. Plated meals tend to feel more formal. Buffets may take longer than a plated service. If you have a program planned during meal time, a buffet would be too noisy and distracting. All of these factors should be discussed in order to determine which option is ideal for your particular event.

UTILIZING A FOOD & BEVERAGE CALCULATOR

When working with a vendor, it is highly recommended that you do your own estimations and calculations for cost. Even after a vendor sends you a BEO (Banquet Event Order) or estimate, it is your responsibility to double-check it for accuracy. We recommend utilizing a Food & Beverage or Catering Calculator, like the one shown on the next page. This will allow you to line-by-line check the accuracy of the vendor's estimate.

This calculator document automatically estimates the Admin Fee & Tax.

This example breaks down orders by meal and service time, but you and your vendor may choose to organize your order differently.

CATERING CALCULATOR

[EVENT NAME]

[Event Date] | [Event Time] | [Event Location]

[DATE]	QTY	UNIT PRICE	SUBTOTAL	ADMIN. FEE (20%)	TAX (8.25%)	TOTAL
ALL DAY BEVERAGE SERVICE • 5:00 AM - 7:00 PM						
Keurig Station (Replenish all day)	1	\$30.00	\$30.00	\$6.00	\$2.97	\$38.97
						Total \$38.97
BREAKFAST • 5:30 AM - 8:00 AM						
Breakfast Buffet (not on menu, but copied from last year's BEO) • Slice Seasonal Fruit • Assorted Pastries • Scrambled Eggs & Chives • Bacon & Chicken Chipotle Sausage • Vegan Sausage • Hashbrowns (are these vegetarian? Not cooked in animal fat?) • Oatmeal	20	\$20.00	\$400.00	\$80.00	\$39.60	\$519.60
Freshly Brewed Iced Tea (instead of coffee)	(included)					
						Total \$519.60
LUNCH • 1:00 AM - 1:30 PM						
The Homestead Buffet • Spinach Point Reyes Blue Cheese Candied Walnut Fried Shallots Sherry Vinaigrette • Crispy Herb Crusted Macaroni and Cheese - Sides • Buttermilk Hot Fried Chicken • Roasted Brussels Sprouts Llano Seco Bacon Caramelized Onion • Roasted Baby Yukon Gold Potatoes Rosemary Lemon Zest • Seasonal Cobbler Tartlet • Double Chocolate Brownies & White Chocolate Funfetti Blondies	20	\$35.00	\$700.00	\$140.00	\$69.30	\$909.30
Freshly Brewed Iced Tea (instead of coffee)	(included)					
						Total \$909.30
DINNER • 4:30 PM - 7:00 PM						
The "Let's Build It" Dinner Buffet • Hearty Minestrone Soup • Caprese Salad • Pan Seared Atlantic Salmon • Roasted Vegetable and Lentil Moussaka • Seasonal Vegetable Risotto • Charred Brussels Sprouts • White Chocolate Mousse Verrine	20	\$45.00	\$900.00	\$180.00	\$89.10	\$1,169.10
Freshly Brewed Iced Tea (instead of coffee)	(included)					
						Total \$1,169.10

CHEAT SHEETS

BEVERAGE

SERVINGS

CUP SIZE	6 OZ	8 OZ	10 OZ	12 OZ
AVERAGE SERVINGS PER GALLON (128 OZ)	20	15	12	10

ALCOHOL

AVERAGE= 1.5 drinks per guest

AVERAGE CONSUMPTION	COFFEE	DECAF	TEA
BREAKFAST	70%	20%	10%
AM BREAK	60%	25%	10%
PM BREAK	40%	15%	20%

RECEPTIONS

HORS D'OEUVRES

< 1.5 HOURS (Dinner Following)		6 PIECES/PP
< 2 HOURS (No Dinner)		10 PIECES/PP
2-3 HOURS (No Dinner)		12 PIECES/PP

BARTENDERS

1 bartender/bar for every 75 people

OTHER CONSIDERATIONS

TIME OF DAY

If guests have eaten lunch or dinner before a reception, they will eat less than if you plan your event at meal time.

AUDIENCE

Consider appetites. Always ask for dietary restrictions if pre-registration is an option.

DONATE

Have a lot of no-shows? Over-ordered? Consider donating leftovers to a homeless shelter or other non-profit org. A lot of caterers say they cannot do this, but inform them about the "Good Samaritan Act," a federal law aimed at encouraging the donation of food to nonprofit orgs.

17

ARAMARK & EPICURE CATERING

Epicure Catering, managed by Aramark, is the campus' official catering service provider, and can provide freshly prepared quality meals for all your occasions.

To view their current menus, go to tinyurl.com/aramark-epicure.

To contact Epicure Catering, email Chantel Brown at chantel.brown@csus.edu.



SANDWICHES & SALADS

Classic Collections

All prices are per person and available for 20 guests or more.

The Executive Luncheon \$18.49
Choice of Three (3) Executive Sandwiches and Two (2) Side Salads accompanied by Chips, Mayo and Mustard, Pickles, Assorted Crave-worthy Cookies and choice of Two (2) Beverages

Choice of Two (2) Side Salads 25-330 Cal each
● Dill Pickle Slices 0 Cal/1 oz. serving
● Individual Bags of Chips 100-160 Cal each

Choice of Three (3) Executive Luncheon Sandwiches 370-740 Cal each
● Assorted Crave-worthy Cookies 250-310 Cal each

Choice of Two (2) Beverages: 90 Cal/8 oz. serving
Lemonade 5 Cal/8 oz. serving
Iced Tea 0 Cal/8 oz. serving

Executive Luncheon Sandwiches
(Available Sandwich choices for The Executive Luncheon Buffet)

Ham and Brie with Fresh Pear, Spinach and Caramelized Onions on Wheatberry Bread 700 Cal each

Turkey Feta Ciabatta with Spinach and Sun-Dried Tomato Aioli 620 Cal each

Roast Beef, Swiss and Mushroom Sub 440 Cal each

Tarragon Chicken Salad and Chive Cream Cheese Wrap 590 Cal each

Turkey Cobb Lavash with Bacon, Blue Cheese Crumbles and Avocado Mayo 670 Cal each

● Garden Vegetables with Boursin, Aged Provolone and Roasted Garlic Aioli on Ciabatta 570 Cal each

● Roasted Beet and Ricotta Sandwich 590 Cal each

Side Salad Selections

(Included with Deli Express, Classic Selections, and The Executive Luncheon Sandwich Buffets)

● Traditional Garden Salad with a Balsamic Vinaigrette Dressing 50 Cal/3.5 oz. serving

● Red-Skinned Potato Salad with Egg, Celery and Spanish Onion in a Seasoned Mayonnaise Dressing 240 Cal/4 oz. serving

● Asian-Slaw with Red Peppers, Carrots, Scallions, Minced Fresh Mint and Cilantro in a Sesame Teriyaki Dressing 70 Cal/3 oz. serving

● Fresh Fruit Salad 40 Cal/2.5 oz. serving

● Toasted Cranberry Apple Couscous with Apricots, Granny Smith Apples, Almonds, Red Onions, Fresh Spinach and Scallions 180 Cal/3 oz. serving

● Tabbouleh with Ground Bulgur, Tomatoes, Parsley and Scallions Combined in an Olive Oil Mix 330 Cal/3.25 oz. serving

● Roasted Vegetable Pasta Salad 210 Cal/3.75 oz. serving

● Herbed Quinoa Side Salad 100 Cal/3.5 oz. serving

● White Bean Herb Salad with Bell Peppers, Green Onions, Fresh Basil and Parsley tossed in a Balsamic Vinaigrette 90 Cal/3.33 oz. serving

● Moroccan Carrot Salad with Mint 120 Cal/3.6 oz. serving

*All packages include necessary accompaniments and condiments

2000 calories a day is used for general nutrition advice, but calorie needs vary. Additional nutrition information is available upon request. In the interest of public health, please be aware that consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness, especially if you have certain medical conditions.

Epicure Catering

RECEPTIONS

Reception Stations

Reception Stations may require additional fees for a chef attendant. Please contact your catering professional for details. All prices are per person and available for 20 guests or more.

Happy Hour \$18.49
● Chilled Spinach Dip served with Pita Chips 230 Cal/2.25 oz. serving
● Mini Cheesesteaks 170 Cal each

Buffalo Chicken Tenders served with Blue Cheese Dip 680 Cal/6.75 oz. serving

● Assorted Crave-worthy Cookies 250-310 Cal each

● Gourmet Dessert Bars 300-370 Cal/2.75-3.25 oz. serving

Soft Pretzel Bar \$5.99
● Hot Pretzels 170 Cal each

Choice of Three (3) Dipping Sauces:
● Honey Mustard Sauce 130 Cal/1 oz. serving
● Spicy Mustard Sauce 30 Cal/1 oz. serving
● Yellow Mustard Sauce 20 Cal/1 oz. serving
● Nacho Cheese Sauce 40 Cal/1 oz. serving
● Vegan Cheddar Cheese Sauce 60 Cal/1 oz. serving
● Cajun Cheese Sauce 60 Cal/1 oz. serving
● Buffalo Blue Sauce 30 Cal/1 oz. serving
● Chocolate Sauce 70 Cal/1 oz. serving
● Caramel Sauce 100 Cal/1 oz. serving

Slide Into Home \$13.99
Choice of Three (3) Sliders:
● Grilled Veggie Sliders 110 Cal each
● Bacon-Blue Mashed Sliders 220 Cal each
● Ham and Cheese Sliders 160 Cal each
● Spicy Cauliflower Slider 180 Cal each
● Shredded Pork and Slaw Sliders 340 Cal each
● Cheeseburger Sliders 260 Cal each
● Sriracha Fried Chicken Sliders 390 Cal each

Breaks

All prices are per person and available for 20 guests or more.

Energy Break \$4.39
● Granola Bars 190 Cal each
● Fruit Filled Bars 160 Cal each
● Breakfast Bars 250 Cal each

The Healthy Alternative \$9.49
● Apples 60 Cal each
● Oranges 50 Cal each
● Bananas 110 Cal each
● Pears 100 Cal each
● Individual Yogurt Cups 50-150 Cal each
● Trail Mix 290 Cal each
● Granola Bars 190 Cal each

Snack Attack \$8.39
● Individual Bags of Chips 100-160 Cal each
● Roasted Peanuts 170 Cal/1 oz. serving
● Trail Mix 290 Cal each
● Assorted Crave-worthy Cookies 250-310 Cal each
● Bakery-Fresh Brownies 250 Cal/2.25 oz. serving

Coffee Break \$5.49
● Assorted Crave-worthy Cookies 250-310 Cal each
Gourmet Coffee, Decaf and Hot Tea 0 Cal/8 oz. serving



DECOR & THEME

Many events do not require or have the budget for decorations or theme, and that is okay, but if your event does require decor, then here are some helpful tips and resources for creating the perfect theme and decor plan to fit any budget.

RESEARCH & RESOURCES

The best way to find the ideal decor plan for your event is to do the research. Check on websites like Pinterest or BizBash for inspiration. Contact your vendors and ask if they have recommendations or suggestions for new, exciting, or classic decor options. Epicure, for instance, can provide a limited amount of decorations, dependent on your event and catering order. They can also offer specialty linens through an outside vendor, and include it in your catering order. Something as simple as ordering specialty linens can spruce up your event feel, and take it to the next level.

DO IT YOURSELF!

If budget is an issue, there is always the option to Do It Yourself (DIY) your decor. Once again, Pinterest is an excellent resource for researching ideas on DIY projects that can fit within your limited budgets. Below is an example of DIY decor for the President's Holiday Receptions.

SSEP INVENTORY

The SSEP Inventory is a collection of event supplies managed by the University Events Office and available at no cost to campus event planners. These shared resources are intended to support the successful execution of events across campus.

SSEP members can submit requests to borrow item(s) from the SSEP Inventory via the Teams channel, or linked below. A minimum of 2 weeks notice is required for submissions, and submitted requests should not be considered finalized or approved until a University Events Staff Member reaches out to confirm.

Submit an inventory request at tinyurl.com/ssep-inventory.

2018 HOLIDAY RECEPTION DIY DECOR



2021 HOLIDAY RECEPTION DIY DECOR

Collected branches, stuck in floral foam.

Sheer fabric draped over holiday/twinkle lights



Evergreen branches (collected from campus) draped over stage, with holiday lights



A COHESIVE DECOR PLAN

When it comes to decor for your event, you need to be sure to make it cohesive with your overall theming and design concept. You would not want an invitation which conveys elegance and sophistication in its design, and then a decor plan that doesn't carry that same level of sophistication. By assuring that your decor plan matches your overall event theme and marketing campaign, you create a cohesiveness that is familiar and comforting to your attendees.

Just like every other aspect of your event, you should create a plan for your decor. Creating a short document showing your overall decor ideas will ensure your event owner's buy-in, your marketing team's sign-off, and your unit's overall understanding of the end goal.

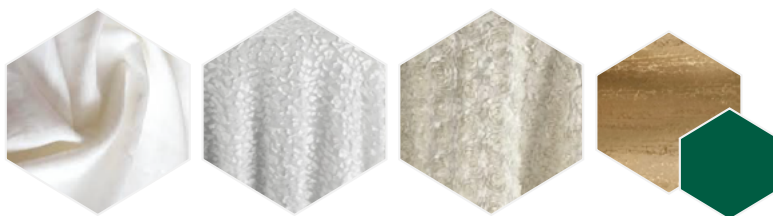


Milanote

Mood boards and decor plans can be created using word, PPT, or other existing software available to planners. Alternatively, you can utilize online tools for your decor plans and moodboards like Pinterest or Milanote

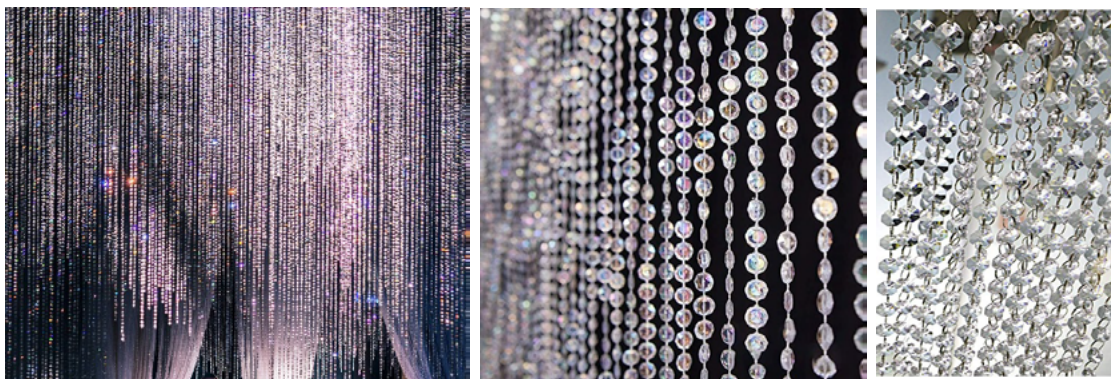
SAMPLE DECOR PLAN (WORD)

COLOR SCHEME



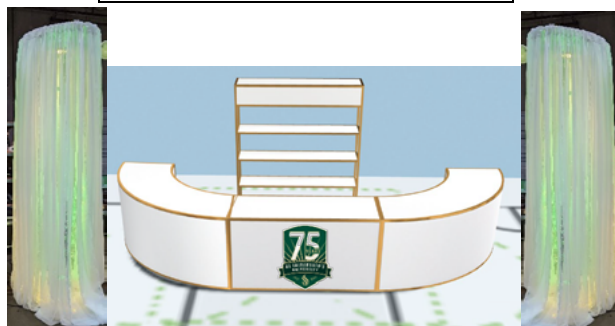
Textured whites, creams, and ivories, with pops of hunter green & gold.

STAGE BACKDROP



Layered/draped crystal or rhinestone curtains with up-lighting

BAR DESIGN IDEAS



LINEN IDEAS

White/Ivory Baby's Breath textured linens on round bistro tables & tall cocktail tables



Tinsel-inspired textured linen on square bistro tables



Library Quad Renaming Reception

Mulberry
(#8B346D)

Sac State Green
(#0043E8)

Stinger Green
(#008453)



Celebrations Chair Rentals



Other examples
0 cards



<https://creativecoverings.com/product/gold-ethereal/>



Runners/Sashes







LIBRARY

(132) Chairs
(8) 8' Tables (F&B)
(16) 30" Highboys
(6) 30" Bistro Tables

23



OUTREACH & COMMUNICATION

DESIGN CONCEPT

When designing any print or online outreach materials for your events, it is crucial to comply with University branding guidelines. You can find branding guidelines and a toolkit for downloading approved logos, photos, and templates at www.csus.edu/brand/toolkit.html. You can also confirm your designed materials meet branding guidelines by submitting them for review and approval to universitymarketing@csus.edu.

When designing print or online materials for your events, it is important to create materials in alignment with the University's brand identity standards. You can find detailed guidelines and downloadable brand assets (logos, colors, graphic elements, templates, etc.) via the online brand center at sacstate.me/brand. University Marketing is available for consultations if needed. Keep in mind that some items, primarily those with off-campus audiences, may require an official review prior to use. See sacstate.me/brandreviews for a complete list.

What you design depends entirely on your events' needs. Common design needs for events include, but are certainly not limited to:

- Save the Dates
- Email Blasts
- Invitations
- Posters
- Postcards
- Signage
- Program Guides
- Handouts

If your department or office cannot create or edit your marketing materials, you can always reach out to University Print Design Services for an estimate of their services at universityprint@csus.edu.

Some final considerations you should take into account when creating your designed content are:



AUDIENCE

Should your design theme have a more formal or informal feel? What colors and images will appeal to your target audience?



COHESIVENESS

Be sure to make your marketing materials cohesive. You should not have an invitation that looks one way, then a program or email template that looks another. A cohesive design concept throughout your event assures your audience recognizes your content and connects it to your event.



OUTPUT

Will your design pieces be for print or digital production? This will change the format of your design. For instance, a save the date for print production should have a registration link, while a digital save the date may instead have a button that says, "Click here to register."



PUBLIC OR PRIVATE

Whether your event is public or private will help determine what forms of outreach you can and should use.

When possible, try to tie your decor theme to your outreach and marketing material. Having a consistent branding, color scheme, and imagery familiar to your audience will make your event feel much more intentional.

OUTREACH TOOLS

Design is just one part of an outreach and communications plan. First and foremost, you should sit down with your event planning team and come up with an outreach timeline. The meeting should help determine what design pieces you need for your event, and establish a plan to produce them. An example of this can be found later in this section. Other valuable tools to consider for your event communication and outreach needs include:

WEBSITE

If you have a more complex event, such as a conference with different workshops, and activities, you should consider a website. Utilize it as the central hub for information and resources for your attendees to easily access. You can ask IRT to set up a website for your event.

SOCIAL MEDIA

It is important to advertise and promote your event through social media. Consider your audience and which platforms they may be on. Work with campus partners on strategic promotion to see how your message can make the most impact and get further re

EMAIL BLASTS

Whether it be a simple reminder email the week before the event, or a detailed email outlining notable information attendees should know before attending, keeping your attendees abreast of updates is of the utmost importance. You can send email blasts through mail-merging word documents.

SAMPLE OUTREACH TIMELINE

2023 CONVOCACTION August 24, 2023 University Union Ballroom OUTREACH PLAN									
STATUS	#	Target Post Date	Message	PRESIDENTS OFFICE SAC SEND	STUDENT AFFAIRS SAC SEND	STUDENT AFFAIRS EAB TEXT	ORIENTATION EMAIL BLAST	ORIENTATION MEDIA / MAGAZINE	SOCIAL MEDIA UCOMM
SENT	1	WHEN: July 17, 2023 AUDIENCE: Entire Campus Community TRIGGERS: - PRESIDENT SAC SEND (MAIN TRIGGER) - STUDENT AFFAIRS/UCOMM SOCIAL MEDIA RE-POST - WEBSITE UPDATES	CONVOCACTION 2023 ANNOUNCEMENT (From President Wood) - Date, Time, Location - Link to website - Information on claiming tickets/guest counts	X					X
SENT	2	WHEN: July 17, 2023 AUDIENCE: ALL New Students TRIGGER: - Bridie sending to Orientation List (MAIN TRIGGER) - Orientation & UCOMM to repost to Social Media	CONVOCACTION 2023 ANNOUNCEMENT (From Orientation) - Date, Time, Location - Link to website - Information on claiming tickets/guest counts				X	X	X
	3	WHEN: August 7, 2023 AUDIENCE: New Students TRIGGER: - SA (Susy) to send Sac Send & EAB Text to New Students	REMINDER & APPROACHING DEADLINE - Date, Time, Location - Link to website - Information on claiming tickets/guest counts		X	X			
	4	WHEN: August 9, 2023 (1 PM) AUDIENCE: Fall 2023 Enrolled Students TRIGGER: - PRESIDENT SAC SEND (MAIN TRIGGER) - Other groups can repost/resend as they see fit?	APPROACHING DEADLINE/REMINDER - Date, Time, Location - Link to website - Information on claiming tickets/guest counts	X					X
	5	WHEN: August 9, 2023 AUDIENCE: Fall 2023 Enrolled Students TRIGGER: - Bridie sending email blast to Orientation List - Orientation & UCOMM to repost to social media	APPROACHING RSVP DEADLINE - Date, Time, Location - Link to website - Information on claiming tickets/guest counts				X	X	X
	5	WHEN: August 9, 2023 AUDIENCE: Registered Students TRIGGER: - UNIVERSITY EVENTS Email Blast to registered students	REMINDER EMAIL - Date, Time, Location - Parking Information - Check-In Process - What to expect						X

STUDENT AFFAIRS MARKETING & COMMUNICATIONS RESOURCES

- Visit web gallery for inspiration and examples of past work
<https://www.csus.edu/student-affairs/marketing-communications/our-work.html>
- Marketing and Communications Guide for best practices
<https://www.csus.edu/student-affairs/marketing-communications/guides-resources.html>
- Request Marketing and Communications Services
<https://www.csus.edu/student-affairs/marketing-communications/services.html>

EVENT PROGRAMMING

Every event has different programming needs. However, whether you are conducting a reception, with a 5-minute speaking program, or an official ceremony with multiple speakers, it is vital to prepare your speakers, stage managers, and other VIPs for the presentation. Below are a few of the many forms of program documents that can help you and your team prepare your program.

SCRIPTS

Scripts are detailed documents that speakers, emcees, and presenters can all follow along with and recite their speeches from. They are great for extended programs, such as awards presentations or fundraising galas, and official ceremonies, like commencement. Scripts are generally created as a word document, and are a descriptive outline of an event program, with word-for-word speeches prepared ahead of time. They generally outline the “front of house” experience, meaning there isn’t necessarily information about overall event logistics, but instead focus on the stage directions, presenters, and speeches. **See below for a portion of an example script.**

SAMPLE SCRIPT

Welcome and Introductions

President Robert S. Nelsen

Welcome. This time of year is always a time for celebration, not just for the seven students we honor tonight, but for the nearly 9,500 who will graduate in a few weeks.

To our seven graduates, this year’s Deans’ Award recipients—I say from the bottom of my heart, congratulations! You have studied, discovered, and worked very hard to arrive at the place you are today. I have met each of you and you all have remarkable stories of determination and achievements. We will all hear those stories in a few minutes, but I must say, I am very impressed with, and proud of, each of you.

To our family and friends joining us tonight, your graduate’s celebration is also a testament to the support and encouragement you have given them during their college careers and in their lives. You will continue to support them as they enter into the next phases of their lives as professionals and as community leaders. Thank you for helping them to get to the place they are today.

To our faculty and Deans who join us in recognizing these students’ accomplishments, I want to recognize some of the emotions that you likely have as we celebrate these remarkable graduates. You feel the pride of seeing these students grow and learn and discover. You feel excitement for what you know lies ahead in their studies or their careers. You feel honored that these students—through their volunteer work and community service have helped so many...and the many more they will help in the future. And you feel just a little bit wistful as they leave Sac State to continue their journeys.

I want to thank you all for providing the guidance and support that contributed to them becoming the best of who they are meant to be.

Now, I’d like to invite Interim Provost Carlos Nevarez to the podium to say a few words.

Interim Provost Remarks

Carlos Nevarez

Thank you, President Nelsen! It is an honor to be here today to celebrate these remarkable students.

Each one of you have shown determination, perseverance, and dedication to your field of studies, and are fantastic examples of what being “Made at Sac State” truly means.

Even though you all will soon be leaving Sacramento State (or already have, in some cases), it is important to remember that you will always be a part of the Hornet Family, so I encourage you to join the Alumni Association.

As a Sacramento State Alumni Associate, you have the opportunity to strengthen your ties to your alma mater, to access benefits, to share your expertise, and attend events with your hornet family.

Now before we continue the program, we’re going to give you a chance to eat, mingle, and get to know your table-mates!

I hope you all have gotten a chance to eat and get to know your table-mates a bit more. Now it is time for the award presentations!

President Nelsen, would you please join me up on the stage?

[As President Nelsen approaches stage, continue....]

I now would like to introduce the first of our Deans, all of whom had both the honor, and the incredibly tough choice to select tonight’s honorees.

Provost to introduce each Dean in the order listed below.

- Deans will all take turns giving a **2-minute** introduction of their awardee, then will invite their awardee up to the stage.
- During their speeches, Provost and President Nelsen may take a seat onstage (2 chairs available), or stand to the side.
- Awardee will approach stage, and will have their medal put on by President Nelsen, with the help of Dean.
- Student will have 2 minutes to address audience.

1. Dianne Hyson, Dean

College of Social Sciences and Interdisciplinary Studies

Awardee: Chrissy Martinez, Political Science

2. Alexander Sidorkin, Dean

College of Education

Awardee: Josue Vasquez, Career & Technical Studies

Josue is not able to attend:

- a. Sidorkin will give short 1-2 minute introductory speech.
- b. Professor Carcini will accept the award/medal on Josue’s behalf.
- c. A short video message from Josue will play.

3. Lisa Hammersley, Dean

College of Natural Sciences and Mathematics

Awardee: Rebecca Vail, Geography

4. William Cordeiro, Dean

College of Business

Awardee: Emily Gonsalves, Accountancy

5. Sheree L. Meyer, Dean

College of Arts and Letters

Awardee: Scott M. Azevedo, Art

6. Kevan Shafizadeh, Interim Dean

College of Engineering and Computer Science

Awardee: Mohammad Ravi Dawoodzada, Electrical and Electronic Engineering

7. Mary Maguire Interim Dean

College of Health and Human Services

Awardee: Leon Burns, Social Work

RUN OF SHOWS

Run of shows are generally a much broader overview of the event, as a whole. Run of shows are a vital tool used in planning the sequence of events that are to take place during the entire event. From event setup through the tear-down, the run of show document explains and outlines the 'behind-the-scenes' details and provides a chronological sequence of events planned. It is the master document that contains all the critical components of the event. Formats vary, but generally, they outline the event in a chronological order. **Below are two examples of a run of show.**

SAMPLE PROGRAM FLOW

TIME	DURATION	ACTIVITY	NOTES
5:30 PM	PRE-SHOW (MC - Samuel Jones)		
		DJ'd music begins	
		Info booths open	
		Food service begins	
		Shout Out to Exhibitors	
6:00 PM	OFFICIAL EVENT START		
	Band to Arrive		
6:30 PM	GRAND ENTRANCE: Marching Band, Herky, Dance, and Cheer Grand Entrance! ("Fanfare")		
	15 m	Pop Music Selections	
6:45 PM	OFFICIAL PROGRAM		
	5 m	Welcome & Housekeeping (MC - Samuel Jones) - Restrooms - PPE Tent - Flu Shots - Exhibitors - Sustainable Event	
	5+ m	President Wood Speaks	
	5 m	Athletics (30 seconds elevator pitch) - Football - Track and Field – Coach McDaniel - Men's Basketball – Coach Patrick - Gymnastics – Coach Solario - Women's Basketball – Coach Campbell/Coach Moore - Women's Tennis – Coach Sophie - Men's Soccer – Coach Linenberger - Women's Soccer – Coach Dedini - Men's Tennis – Coach Kurtz - Softball – Coach Perez - Men's Golf – Coach Brakel (pronounced BRAH-cull) - Women's Rowing – Coach Connors	
	5 m	Dance and Cheer Team Joins in the Celebration Final Announcements/Wrap Up (MC- Samuel Jones) - SWAG Giveaway - TBD - TBD	
7:05 PM	ENTERTAINMENT CONTINUES		
		DJ Set (Sage)	
8:00 PM	NEST FEST EVENT ENDS		

SAMPLE RUN-OF-SHOW

ITEM #	REAL TIME	DESCRIPTION	VIDEO SCREENS	STAGE CUE/ ACTIVITY	AUDIO/SCRIPT
<u>Pre-event</u>	<u>2/28/19</u>	Ballroom Setup			
	8 a.m.	MetroMedia offloads and starts installation in Ballroom and Redwood Room			
	8–10 a.m.	Standard Party Rentals delivers linens, tableware, chairs			
	10 a.m.– 3 p.m.	Epicure sets up tables; linens, tableware, chairs			
	6:30-8:30 p.m.	MetroMedia and In the Woods rehearsal/blocking			
<u>Event day</u> #1	<u>3/1/19</u>				
	8 a.m.	Metro Media resumes set up			
#2	10 a.m.	Party Concierge delivery for Champagne Reception			
#3	10 a.m. - 1 p.m.	Main Lobby set up			
#4	1-3 p.m.	Cue-to-cue rehearsal			(National Anthem) Representatives from: ROTC, Theatre Dept. Jazz Band Stand-ins for: David Sobon, President and Jody Nelsen
#5	3 p.m.	CATERING CHECK FOR LAST-MINUTE DETAILS			
#6	3:30-4:30 p.m.	UNIVERSITY ADVANCEMENT STAFF CHANGE TIME TECH CREW EATS AT EPICURE			University Advancement staff involved in the cue-to-cue run-through uses this time as changing and break time, to be complete by 4:30.
#7	4 p.m.	CHECK-IN STATIONS READY • Registration • Coat check • Last-minute signage review • Check-in staff ready 4:30 PM • Greeters ready 4:30 PM • Valet in place & ready • Redwood Room final walk through.			
#8	4:30 p.m. 4:30 – 4:45 p.m.	Audio check for Ken Soto, Beth Ruyak and Beatriz Figueroa (National Anthem) Jody and President Nelsen arrive Final lighting in lobby complete In the lobby, the sponsor loop begins to play. Photo booth ready for guests in the Lobby	Start sponsor loop in lobby		

ITEM #	REAL TIME	DESCRIPTION	VIDEO SCREENS	STAGE CUE/ ACTIVITY	AUDIO/SCRIPT
#9	4:45 p.m.	DRUM LINE Drum line in place outside Hornet Bookstore to perform as guests arrive. Drum line plays from 5-6 p.m.			
#10	5:00 p.m.	GUESTS BEGIN ARRIVING			
#11	5-6 p.m. 5:45 – 5:50 p.m. 5:50 – 5:55 p.m.	CHAMPAGNE VIP RECEPTION Jody Nelsen's remarks Guitarist Richard Savino performs Tia Gemmell taking photos		REDWOOD ROOM One piece performance in the by Faculty Richard Savino (guitarist) May need a small amp.(w/ mic) and a chair.	Toast provided by President and Jody Nelsen. (President Nelsen: Thanks guests for supporting students and for attending. Speaks about students. Recognizes sponsors. Jody: Expresses gratitude to be part of such a welcoming and generous community) Jody introduces Professor Richard Savino- our gift back to you.
#12	5:30 p.m.	GENERAL RECEPTION STARTS			

BRIEFING NOTES

Briefing notes are important tools to help share important details about your event. Generally, if any members of the cabinet, deans, or other VIPs are attending, sponsoring, or speaking at your event, we highly recommend drafting briefing notes to share with them. Briefing notes contain mostly high-level details regarding your event, for example, timelines, catering orders, talking points, and diagrams. **Below is an example of a briefing notes document.**

SAMPLE BRIEFING NOTES

MEMORANDUM

To: Robert S. Nelsen, President
Robin Carter, Interim Vice Provost for Faculty Affairs

From: Leah Walukones, Special Events Coordinator, Office of the President

cc: Cely Smart, Interim Chief of Staff
Gladys Glaude, Special Events Coordinator, Office of the President
Steve Perez, Interim Provost
Fred D. Baldini, Dean, College of Health & Human Services
William Cordeiro, Dean, College of Business Administration
Edward Lascher, Interim Dean, College of Social Sciences & Interdisciplinary Studies
Sheree L. Meyer, Dean, College of Arts & Letters
Joanna Mott, Dean, College of Natural Sciences & Mathematics
Alexander M. Sidorkin, Dean, College of Education
Lorenzo M. Smith, Dean, College of Engineering & Computer Science

Date: Monday, April 1, 2019

Subject: 2019 Deans' Award Reception and Dinner

Event Date: Friday, April 12, 2019

Event Time: 5:30 p.m. – Reception
6:00 p.m. – Dinner
7:30 p.m. – Group Photos

Location: Sacramento State's Harper Alumni Center
6000 J Street, Sacramento, CA 95819

Parking: Guests were provided with complimentary Sac State parking permits

Event Purpose: To celebrate and honor Sacramento State's 2018-2019 Deans' Award Recipients from each of the academic colleges.

Attendees: Roughly 50 attendees are anticipated.
A final attendee list will be available prior to the event.

I. Program Timeline

5:30 p.m. Guests Arrive
Reception begins on the terrace (*weather permitting*)
Non-Alcoholic Drinks & Passed Hors D'oeuvres

6:00 p.m. Dinner Seating Begins

6:05 p.m. Welcome and Introductions
President Robert S. Nelsen

- Welcome Guests
- Commencement is always a time for celebration, not just for the seven students we honor tonight, but for the nearly 9,500 who will graduate in a few weeks.
- To our seven graduates, this year's Deans' Award recipients—I say from the bottom of my heart, congratulations. You have studied, discovered and worked very hard to arrive at the place you are today.
- I have met each of you and you all have remarkable stories of determination and achievements. We will all hear those stories in a few minutes, but I must say, I am very impressed with, and proud of, each of you.

- To our family and friends joining us tonight, your graduate's celebration is also a testament to the support and encouragement you have given them during their college careers and in their lives. You will continue to support them as they enter into the next phases of their lives as professionals and as community leaders. Thank you for helping them to get to the place they are today.
- To our faculty and Deans who join us in recognizing these students' accomplishments, I want to recognize some of the emotions that you likely have as we celebrate these remarkable graduates. You feel the pride of seeing these students grow and learn and discover. You feel excitement for what you know lies ahead in their studies or their careers. You feel honored that these students—through their volunteer work and community service have helped so many...and the many more they will help in the future. And you feel just a little bit wistful as they leave Sac State to continue their journeys. I want to thank you all for providing the guidance and support that contributed to them becoming the best of who they are meant to be.

II. Catering Provided by Epicure

RECEPTION:

PASSED HORS D'OEUVRES

- Pesto Burrata Stuffed Grape Tomato
- Smoked Salmon Mousse Crostini
- Spicy Man N Cheese Bites
- Bacon Wrapped Scallops

BEVERAGES

- Specialty Punch "Mint Limeade"
- Specialty Punch "Sunshine Punch"
- Coffee and Water Stations

DINNER:

PLATED MEAL

- Chef Seasonal Salad
- Spring Greens with Roasted Vegetables and Champagne Vinaigrette
- Spinach and Baby Artichoke Stuffed Chicken with Sierra Nevada Mustard Cream Sauce
- Crispy Quinoa Cake (Vegan Option)
- Fingerling Potatoes
- Roasted Asparagus
- Dinner Rolls & Butter

BEVERAGES

- Tea and Coffee Service
- Iced tea/Water Service

DESSERT

- Chocolate Mousse Cake

III. Award Recipients (Short Bios)

COLLEGE OF ARTS AND LETTERS

Jessica Ferreira

Humanities and Religious Studies

Jessica embodies the highest ideals of Humanities and Religious Studies. She is interested in everything from student success initiatives to the liberal arts definition of success, which demonstrates a deep commitment to intellectual growth and lifelong learning. Jessica's life and educational journey, her commitment to the health needs of her family and community along with her dedication to their cultural arts and traditions, as well as to an understanding of all human cultures and traditions are exceptional. She is dedicated to leading by example for the youth of her community so that they too can pursue their education and accomplish their goals.

COLLEGE OF BUSINESS ADMINISTRATION

Gervilyn Mae Cadimas

Business Administration, Entrepreneurship

Gervilyn has survived extreme adversity in her life. From the loss of her father as a child, immigrating to the United States, learning English as a third language, to finding financial support for college, she has persevered through exceptional challenges. Her commitment to the organizations that supported her is extraordinary. She supports children escaping domestic violence through My Sister's House, was a board member with the Lion's Club, supports Filipino youth through the Philippine National Day Association, and is active in groups to assist people facing adversity. Gervilyn is a leader and inspiration for those coming after her.

IV. Seating Assignments

A&L - Table 5	
Name	Special Needs
Student 1	
Dean 1	
Guest 1	
Guest 2	
Guest 3	
Cabinet Member 1	Allergy: Shellfish

CBA - Table 6	
Name	Special Needs
Student 2	
Dean 2	
Guest 4	
Guest 5	
Guest 6	
Cabinet Member 2	
	Vegan

ECS - Table 7	
Name	Special Needs
Student 3	
Dean 3	
Guest 7	Vegetarian
Guest 8	
Guest 9	Vegetarian
Cabinet Member 3	

EDU - Table 1	
Name	Special Needs
Student 4	
Dean 4	
Guest 10	
Guest 11	
Guest 12	
Cabinet Member 4	Vegetarian

HHS - Table 2	
Name	Special Needs
Student 5	LEAVING EARLY!
Dean 5	
Guest 13	
Guest 14	
Guest 15	
Cabinet Member 5	

NSM - Table 3	
Name	Special Needs
Student 6	
Dean 6	
Guest 16	
Guest 17	
Guest 18	
Cabinet Member 6	Dairy Free

Prepare

A good event planner should never just show up to an event and expect it to run perfectly, no matter how well they have planned. There are endless tools and documents a planner can prepare and utilize to make your events run smoothly. Below are some of our highest recommended materials to help your event run smoothly.

PACKING CHECKLISTS

A packing checklist is vital to ensure you have everything you need on-site at your event. We highly recommend having a general packing checklist that can be updated and modified for every event you plan. It is also a great idea to have an “on-site box” with all the basic on-site needs packed and ready to go at all times, so that you only need to focus on a particular event’s specific supplies.

For example, an on-site box can include:

- Writing Utensils
- Name Badges & Lanyards
- On-site Registration Cards
- Paper Supplies
- Painters Tape
- Ink/Printer Supplies
- Scissors
- Gaff Tape
- Box Cutters
- Scotch/Packing Tape

SAMPLE PACKING CHECKLIST

LOGISTICS “OFFICE”

- ☐ IT Equipment
 - ☐ (1) PO’s Printer
 - ☐ (1) Leah’s Laptop
 - ☐ (1) Gladys’s Laptop
- ☐ Conference Supply Box
- ☐ Printer Supply Folder
 - ☐ Blank Paper
 - ☐ Blank Nametents
 - ☐ Blank Signage
 - ☐ Labels
- ☐ Attendee Wristbands (Purple and Green)
- ☐ (5) Power Strips
- ☐ (5) Long Power Cords
- ☐ Program Guides
- ☐ String and zip ties (to hang all banners)
- ☐ (13) Smart Signs + Poles
- ☐ Ceremony Scissors & Ribbon
- ☐ Staple Gun
- ☐ Various Tapes (Gaff, Box, etc...)

VOLUNTEER ROOM

- ☐ T-shirts
- ☐ Extra plates, napkins etc.
- ☐ “Follow Me” Signs & Paint Sticks

SIGNAGE + BANNERS

- ☐ (2) Pop-up Stage Banners
- ☐ (1) Transfer Corner Banner (Large)
- ☐ (1) Serna Plaza Stage Banner (Large)
- ☐ (13) Smart Signs + Poles
- ☐ (10) Banners/Flags (to be distributed outside Serna)
- ☐ (22) Outdoor Sandwich Boards (22” x 28”)
- ☐ (9) Large Sandwich Boards (48” x 24”)
- ☐ Directional Paper for Large Sandwich Boards
- ☐ (15) Indoor Easels
- ☐ (12) Workshop Easels (with inserts)
- ☐ Indoor Directional Signs (paper/cardstock - 7’x3’)

Execute

DAY-OF TIMELINES

Similar to a packing checklist, a day-of timeline is essential to a successful event. Even the most experienced event planner can get frazzled or overwhelmed on-site. Having a timeline, not only of the program and front-end activities, but of the behind-the-scenes activities that should occur, helps you to navigate an often stressful, overwhelming situation.

Organize your day-of timelines in chronological order to make it easy to keep track of throughout the set-up and execution of your event. Other than that, timeline formatting can vary greatly. Below are a few examples of timelines for you to review.

SAMPLE ONSITE TIMELINE

Thursday 12/5 (SET UP)		Friday 12/6 (EVENT DAY)	
9:30 AM		9:30 AM	
10:00 AM	10:00 AM - 12:00 PM - METRO MEDIA SETS PIPE & DRAPE/LIGHTING	10:00 AM	
10:30 AM	10:30 AM - GROUNDS TO DELIVER GREENERY CLIPPINGS	10:30 AM	
11:00 AM		11:00 AM	
11:30 AM		11:30 AM	
12:00 PM		12:00 PM	12:00 PM - FRANCESCA ARRIVES FOR SET-UP ASSISTANCE
12:30 PM		12:30 PM	
1:00 PM		1:00 PM	
1:30 PM	1:00 PM - Uconn (Andrea) setting up step & repeat FRANCESCA ARRIVES FOR SET-UP	1:30 PM	
2:00 PM		2:00 PM	
2:30 PM		2:30 PM	
3:00 PM		3:00 PM	
3:30 PM		3:30 PM	
4:00 PM	4:00 PM - STANDARD LATEST DELIVERY TIME	4:00 PM	
4:30 PM		4:30 PM	4:30 PM - AMBASSADORS ARRIVE & CHECK IN W/LEAH PHOTOGRAPHER SET-UP COMPLETE
5:00 PM		5:00 PM	5:00 PM - LOBBY OPENS PHOTOBOOTH OPENS
5:30 PM		5:30 PM	5:15 PM - MUSIC PERFORMERS SET 5:30 PM - INNER DOORS OPEN (MUSIC BEGINS)
6:00 PM		6:00 PM	
6:30 PM		6:30 PM	6:20 PM - SPEAKING PROGRAM
7:00 PM		7:00 PM	
7:30 PM		7:30 PM	7:30 PM - EVENT CONCLUDES
8:00 PM		8:00 PM	8:00 PM - METRO MEDIA STRIKE

On-site documents, more so than any other planning documents, should be edited and modified to fit *yourevent's* needs. The next sample is a perfect example of this. This document combines a checklist and on-site schedule/timeline into one working document for the planner to follow. It is modified every year with the needs of the event, but generally stays the same format and layout.

SAMPLE DAY-OF-TIMELINE

SAC STATE DOWNTOWN GRAND OPENING		
ONSITE SCHEDULE		
MONDAY, AUGUST 27, 2018		
TIME	✓	TASKS
9:00 AM		Gladys to pick up sandbags from Creative Services Gladys to pick up stanchions from Library Breezeway Leah to pick up air dancer from Athletics
10:00 AM		Pick up photo booth props: Jennifer Barber: Pompoms Paul Villaluz: Fans Becky Repka: Made at Sac State Signs
2:00 PM		Laura/Epicure to set up services stations (indoors) Leah/Gladys to drop off any materials necessary (air dancer, stanchions, sandbags, etc....)
TUESDAY, AUGUST 28, 2018		
TIME	✓	TASKS
6:30 AM	●	Road Closure barricades & Signs set up
7:00 AM		Road Closed (police arrive)
8:00 AM		Metro Media arrive to set up AV Party Concierge delivers balloons Laura arrives to help set-up
8:00 AM - 9:00 AM		Tables and Chairs delivered/set up Metro Media Arrive to set up stage/AV
9:00 AM		Air Dancer set up (Leah/Gladys?)
9:30 AM		Pop-up tents and air dancer delivered by facilities USA Valet shuttle picking up band from campus Raley's delivers Mums
10:00 AM		Ucomm to set-up pop up banners and Mult Box Phil's Office to set-up pop up banners Clementine Photo Booth set up and ready inside lobby CalPERS Lot OPEN TO GUESTS (Leah to introduce herself)
10:15 AM		Band arrives
10:30 AM		Valet service begins Herky, Dance, Cheer Team arrive
10:50 AM		Music Starts (band, dance team, etc....)
11:10 AM		Program Starts
11:30 AM		Epicure Food/Beverage set and ready
11:50 AM		Program and amplified sound ends/Indoor activities open
12:00 PM		Band shuttle returning band to campus Herky, Dance, Cheer Team return to campus
12:30 PM		Band arrives at Sac State Facilities picks up tents/air dancer
1:30 PM		Valet service ends
2:00 PM		CalPERS Lot CLOSED to guests
3:00 PM		Road Opens
CONTACTS		
XXX		City of Sac (onsite contact)
XXX		Sergeant Michael Lange (Sac PD)
XXX		Nick Dibrov - USA Valet (Lead Valet Attendant)
XXX		Don Taylor - USA Valet (shuttle driver)

The first column shows target times that each task should be done.

This sample on-site timeline has a column for the planner to check off each task as they are completed.

This example also includes some important on-site phone numbers for easy access to on-site.

SAMPLE ONSITE CHECK-LIST

Event Name Event Location Event Date | Event Time

Setup and Logistics

Main Event/Logistics Timeline

- ☐ Meeting
- ☐ Reception
 - Cocktail Tables
- ☐ Breakfast/Lunch/Dinner
- ☐ Outdoor Event

Venue

- ☐ Capacity
- ☐ Space Management (Campus)
- ☐ Alumni Center
- ☐ The WELL
- ☐ University Union
- ☐ Off-campus: _____

Facilities, space arrangement/Layout/diagram

- ☐ Space Request
- ☐ Electricity
- ☐ Room Arrangement
 - Lecture
 - Conference
 - Classroom
 - Rounds
- ☐ Cocktail highboys
- ☐ Stage
- ☐ Dance floor
- ☐ University Podium
- ☐ Garbage Containers
- ☐ Recycling Containers
- ☐ Movers Scheduled
- ☐ Tables
 - For catering
- ☐ Chairs
- ☐ Reserved seating
- ☐ Table skirts
- ☐ Scheduled Pre/Post Cleaning

Catering

- ☐ RSVP Deadline
- ☐ Served or Buffet
- ☐ Food Preference
- ☐ Passed hors d'oeuvres
- ☐ Dessert
- ☐ Beverages
 - Hosted/no-host bar
 - Wine, beer, soft drinks, mineral water
- ☐ Sit down lunch or dinner
 - Pre-set salads, rolls, butter, dessert
 - Entrée
 - Served beverages
 - Coffee
 - Vegetarian/vegan options

- ☐ Setup Time
- ☐ Breakdown Time

Event supplies

- ☐ Linens
- ☐ Glassware
- ☐ Centerpieces
- ☐ Lighting
- ☐ Sound
- ☐ decorations

Invitations

- ☐ PDF
- ☐ Envelopes
- ☐ Response Cards
 - Quantity
 - RSVP Deadline
 - RSVP to
 - Speedtype
 - Proof approval by;

- ☐ Signage
- ☐ Hard copy
- ☐ Flyers
- ☐ Monday Briefing
- ☐ Deadline to RSVP
- ☐ Parking pass*

Mailing

- ☐ Who are we inviting?
- ☐ Who is providing guest list?
- ☐ Postage
- ☐ Target Mail Date
 - Distribution via US or Campus Mail
 - Distributed by Mail Room or OUA
 - Electronic Distribution

Guest list

- ☐ University Foundation
- ☐ Alumni Association
- ☐ Cabinet
- ☐ Deans
- ☐ Donors
- ☐ Other

Press Release/Promotion

- ☐ Media Release
- ☐ Monday Bulletin
- ☐ Campus News Release
- ☐ Website Link
- ☐ Press Package
- ☐ Video/DVD/Audio Clips
- ☐ Photographer

Program

- ☐ Speakers
- ☐ Talking Points Needed
- ☐ Briefing Notes Needed

- o Meeting Packets/Handouts/Whitepapers
- Briefing Notes
 - o Biographies
 - o Seating chart
 - o Program timeline
- Parking
 - o Permits
 - o Lot Reserved
 - o No-cite zone
 - o Scratch-off passes
 - o Parking pass on invitation*
 - o Parking garages
 - o Valet
- Public Safety
 - o Notice of Event
 - o Officers to Staff
 - o Liability Insurance
 - o Parking garages
 - o Valet

- Staffing
 - o Support Staff Needed
 - o Student Hosts
- Audio Visual
 - o Podium
 - o Platform
 - o Microphone
 - o Screen
 - o LCD Projector
 - o Speakers for main sound
 - o Laptop
 - o Camera
 - o Banners
 - o Table for LCD/Power/Extension Chord
 - o Flip Charts/ Pens
 - o Easels
- Tent
- Gifts/giveaways
 - o General

Event Supply List

- | | |
|--|--|
| Guest list (Cabinet / Deans) | Reserved table seating signs |
| Confidential contact list | Tent/name cards |
| Green or black table drapes | Table numbers |
| Sac State Banners | Seating chart |
| Sharpies & pens | Scissors |
| RSVP List | Scotch tape |
| Name tags | Parking Passes |
| Laptops | Cups* |
| Speakers for laptop | Plates* |
| Projector | Utensils* |
| Flash drive (slideshow, welcome slide) | Napkins* |
| Portable printer | Flip Chart* |
| Clipboard | Easel* |
| Gift | Flowers |
| Reserved signs | Vases |
| Stanchions | Trash receptacle for registration/name tag backing |
| Registration Table | Linens |
| Centerpieces | Placecards |
| Table Throws | Table Number Stands |

Assess

THE POST-EVENT PROCESS

Just because the event is over, does not mean your job is done. Every event requires some level of post-event evaluation, whether it be an internal report, participant surveys and evaluations, or a debrief meeting with key stakeholders. Below are some processes and post-event evaluation tools that you may want to use for one of your events.

UTILIZING SURVEYS & EVALUATIONS

After an event, it is recommended that you use your collected data and information from surveys, evaluations, and registration reports to include in your post-event reporting. This provides stakeholders with important information on attendee and registrant experience and can serve as a starting point for future event changes and upgrades.

There is a variety of tools and resources available to turn your data into a more appealing and readable format, such as pie charts, graphs, word clouds, and short overviews of their data for their post-event reporting. Please refer back to the Surveys and Evaluations section for more details on how to collect data.

BUDGET RECONCILIATION

As stated in the budget section of this manual, it is important to reconcile your event budgets. Be sure to track your expenses and revenues throughout the planning process, so that you have a final reconciled budget to present to your event owners and stakeholders.

We cannot stress enough how important it is to pay your bills and invoices in a timely manner. Not doing so can result in Sacramento State as a whole, being perceived as unreliable to vendors. It is also important to remember that the majority of approved vendors are small businesses that rely on timely payments to stay afloat. Finally, you should pay bills immediately following an event so you can present an accurate budget reconciliation to your stakeholders within a reasonable window of time.



SURVEYS & EVALUATIONS

Information for this section
provided by:

Erryn Rivers
(former) Research Technician
II, Institutional Research,
Effectiveness, & Planning

Most events can benefit from taking some sort of survey or evaluation from attendees, whether it be before, during, or after your event, online or in-person. Below are some tips, tricks, and best practices for survey and evaluation design:

WORK BACKWARDS

- **Who is answering the survey?**
Put yourself in the shoes of your participant
- **What information do you NEED from participants?** Don't ask for data you already have
- **How are participants taking the survey?**
Check for accessibility:
 - > Qualtrics accessibility tools: IQ score, mobile view, accessibility check
 - > MS Word readability statistics
 - > Baseline has survey experts check it over
- **How is the survey data protected?**
Sac State has a license to Qualtrics: csus.qualtrics.com
Some departments have access to Campus Labs Baseline: baseline.campuslabs.com

KEEP IT SIMPLE

- **Avoid jargon or phrases not commonly known**
Use a high school reading level... MS reading statistics can help with this
Only use jargon when absolutely unavoidable and provide a definition
- **Utilize survey item types that are easy to understand**
Avoid ranking and matrix items when possible
Avoid double-barreled questions
Avoid yes/no questions
- **Scale item difficulty**
Ask "easy" questions first to reduce participant drop-off

REDUCE & REUSE

- **Reduce the number of items being asked**
- **Reduce the amount of text used**



- **Reduce the amount of time to completion**
- **Reuse the same item types to keep it consistent**

Try to keep all items in the same format

When using different formats, group similar formats together (radio buttons, drop-down, short answer)

- **Reuse the same instructions to reduce text**

DESIGN WITH DATA IN MIND

- **How much time do you have to clean results?**

Keep your survey items realistic.

- **Use scale items for ease of data presentation and participant use**

Can group “strongly agree” and “agree” items as: “Participants who agree...”

- **Avoid open-ended items when possible**

Group open-ended items as “Positive” or “Negative”. Set restrictions to open-ended items.

TEST IT

- **Test your survey on a small group of folks who are in your participant demographic**

Is your survey for students? Have a student assistant test it.

Imperfect testing is better than no testing.

- **Things to look out for:**

How long does it take to complete?

Where are “frustration points”.

How do the results look when downloaded?

POINT OF CONTACT FOR SURVEY-RELATED QUESTIONS:

Shiva Pillai

Associate Director

Institutional Research, Effectiveness, and Planning

Office of the President

epillais@csus.edu



DEBRIEF MEETINGS

If a formal final report is not your team’s style, or if you simply do not have enough information and data to include in a report, it might be helpful to have a post-event debrief with your team and/or key stakeholders and clients instead. During this debrief meeting, you can discuss the areas for improvements for future events, as well as whether you feel you’ve hit your goals and objectives for the event. An open forum such as a post-event debrief meeting allows you to hear from multiple voices regarding opinions about the event, which can often lead to an even greater understanding of the event as a whole.

FINAL REPORTS

We highly recommended that you compile all of your event information into one final report. A final report can include budget reconciliations, evaluation results, attendance counts, pictures from the event, and any other prudent information important for stakeholders to know about your event. One of the most important things to include in your final report is a list of areas of improvement. It is vital to be upfront and transparent about your event's weaknesses, to improve future events, and nothing does this more than a list of plans for improvement for your next event.

Below is an example of a final report.

SAMPLE FINAL REPORT



**2025 SPRING
COMMENCEMENT**

MAY 16 & 17, 2025

**FINAL
REPORT**



CONTENTS

- 2 PROJECT HOURS
- 3 ATTENDANCE DATA
 - 3 GRADUATE ATTENDANCE ESTIMATES
 - 5 GRADUATE ATTENDANCE TRENDS
 - 6 GUEST ATTENDANCE ESTIMATES
 - 7 GUEST ATTENDANCE TRENDS
- 6 OUTCOMES
 - 8 AREAS FOR IMPROVEMENT
 - 12 IMPORTANT LINKS
 - 13 LIVESTREAM DATA
 - 14 FEEDBACK



OVERVIEW

Sacramento State's Spring 2025 Commencement Ceremonies were held at Golden 1 Center, Friday, May 16 and Saturday, May 17, 2025. This final report details important information regarding the planning and outcomes of the ceremonies.



PROJECT HOURS

The following is a breakdown of hours by month, with the total number of hours spent working towards the 2025 Spring Commencement Ceremonies, highlighted under each planner.

	Gladys	Leah	Ale	Carmen	Students
Aug '24	1.5	-	-	-	-
Sept '24	2	6	4	2	-
Oct '24	3	0.5	-	-	-
Nov '24	3.5	1	-	-	-
Dec '24	1	-	-	-	-
Jan '25	14.5	53.75	9.5	23	10
Feb '25	47.5	47	28.5	34.5	14.5
Mar '25	52	85.5	31.5	26	59
Apr '25	50.5	74.5	33.5	28.5	40.5
May '25	87.5	65	38.5	37	20
	263	333.25	145.5	151	144

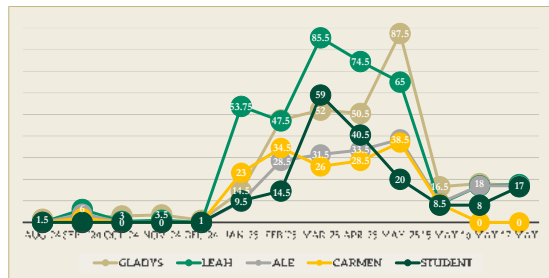
As of May 21, 2025

*Please note: the May hours noted above do not include the hours spent onsite, setting up and coordinating the Commencement ceremonies. Onsite hours are shown in the table below.

ONSITE HOURS

	Gladys	Leah	Ale	Carmen	Students
May 15	16.5	8.5	9	8.5	8
May 16	18	17	17	-	8
May 17	17	17.5	17	-	16.5
	51.5	43	43	8.5	32.5

There has been/will be an estimated 15+ additional hours (per person) not noted in the charts above. This time will be spent producing reports, organizing materials, and finalizing budgets.



2



ATTENDANCE DATA

Roughly 7,189 eligible 2025 Spring and Summer graduates were initially invited to participate in the Spring 2025 Commencement ceremonies. By the week of Commencement, that number was reduced to 6,607, based on expected grad term changes. The following is a breakdown of graduate and guest attendance estimates for each Commencement ceremony.

GRADUATE ATTENDANCE ESTIMATES

COLLEGE OF ARTS & LETTERS

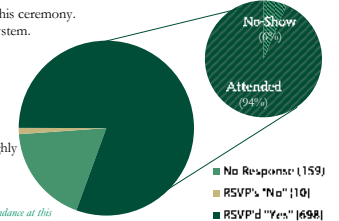
RSVP DATA

- Roughly 867 graduates were eligible to attend this ceremony.
- 720 of these graduates accessed the ticketing system.
- 708 graduates RSVP'd for the ceremony:
 - o 698 RSVP'd "Yes"
 - o 10 RSVP'd "No"
- This is an RSVP rate of 82%.

ATTENDANCE DATA

- Of the 698 graduates who RSVP'd "Yes," roughly 662* were in attendance.
- This is a no-show rate of roughly 6%.

*Please note, due to a technical issue, the graduate data for attendance at this ceremony has been lost. We estimated attendance for this ceremony based on number of RSVP's minus the number of printed Grad Cards that went unclaimed.



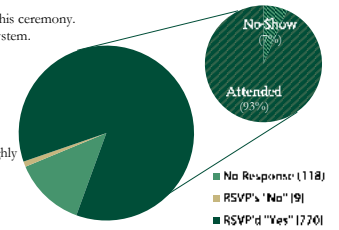
COLLEGE OF BUSINESS

RSVP DATA

- Roughly 897 graduates were eligible to attend this ceremony.
- 795 of these graduates accessed the ticketing system.
- 779 graduates RSVP'd for the ceremony:
 - o 770 RSVP'd "Yes"
 - o 9 RSVP'd "No"
- This is an RSVP rate of 87%.

ATTENDANCE DATA

- Of the 770 graduates who RSVP'd "Yes," roughly 719 were in attendance.
- This is a no-show rate of roughly 7%.



3

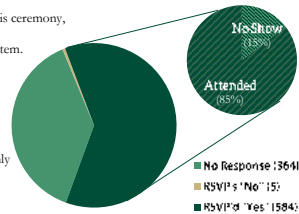
COLLEGE OF EDUCATION

RSVP DATA

- Roughly 953 graduates were eligible to attend this ceremony, including credential candidates.
- 622 of these graduates accessed the ticketing system.
- 589 graduates RSVP'd for the ceremony:
 - o 584 RSVP'd "Yes"
 - o 5 RSVP'd "No"
- This is an RSVP rate of 62%.

ATTENDANCE DATA

- Of the 584 graduates who RSVP'd "Yes," roughly 499 were in attendance.
- This is a no-show rate of roughly 15%.



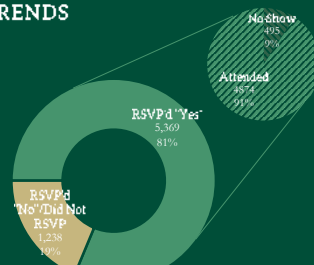
2025 SPRING/SUMMER GRADUATE ATTENDANCE TRENDS

5,369 graduates RSVP'd "Yes" to attend the Spring 2025 Commencement ceremonies.

This means that 81% of eligible graduates RSVP'd "Yes" to attend the ceremonies.

Of those graduates who RSVP'd to attend, 4,874 attended the ceremonies.

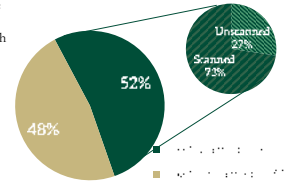
This is an attendance rate of 91% of RSVP'd graduates, and 74% of ALL eligible graduates.



GUEST ATTENDANCE ESTIMATES

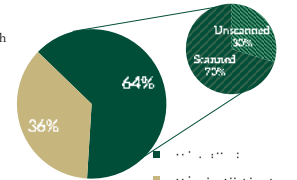
COLLEGE OF ARTS & LETTERS

- 6,846 guest tickets were originally allotted to eligible graduates for this ceremony (7 tickets per grad).
- An additional 5,684 extra tickets were allotted to each eligible graduate in mid-April (5 extra tickets per grad).
- Of the 12,530 total guest tickets that were allotted to eligible graduates for this ceremony, 6,569 tickets were claimed by graduates.
- 4,769 tickets were scanned at this ceremony.
- This means there was a guest no-show rate of roughly 27%.



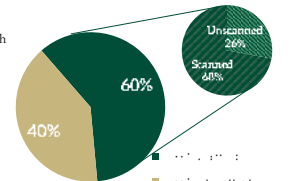
COLLEGE OF BUSINESS

- 6,615 guest tickets were originally allotted to eligible graduates for this ceremony (7 tickets per grad).
- An additional 5,854 extra tickets were allotted to each eligible graduate in mid-April (6 extra tickets per grad).
- Of the 12,469 total guest tickets that were allotted to eligible graduates for this ceremony, 7,950 tickets were claimed by graduates.
- 5,586 tickets were scanned at this ceremony.
- This means there was a guest no-show rate of roughly 30%.



COLLEGE OF ENGINEERING & COMPUTER SCIENCE -AND- COLLEGE OF NATURAL SCIENCES & MATHEMATICS

- 7,742 guest tickets were originally allotted to eligible graduates for this ceremony (7 tickets per grad).
- An additional 4,788 extra tickets were allotted to each eligible graduate in mid-April (4 extra tickets per grad).
- Of the 12,530 total guest tickets that were allotted to eligible graduates for this ceremony, 7,508 tickets were claimed by graduates.
- 5,413 tickets were scanned at this ceremony.
- This means there was a guest no-show rate of roughly 26%.



6



OUTCOMES

Sacramento State held the Spring 2025 Commencement ceremonies at Golden 1 Center, celebrating Spring and Summer 2025 graduates. The below sections outline important take-aways, including our areas for improvement for next time, feedback, and other positive outcomes.

AREAS FOR IMPROVEMENT

IMMEDIATE ACTION REQUIRED

1. **ADA Accommodations:** Commencement is the University's most highly attended event, both in person and via livestream, making it critical that ASL-English interpretation and captioning services meet the highest standards of quality and accuracy. The University Events team is not trained to manage these specialized areas. A designated representative from the Office for Inclusive Excellence, with comprehensive knowledge of both Federal and State ADA guidelines, must be onsite at all Commencement ceremonies to ensure full compliance and provide expert support for all accessibility needs.
2. **ADA Accommodations:** Michele Vincent (MJ) from EDU independently arranged Pro-Tactile accommodations for a student's family without informing the Events Team of the final details shared with the family. Neither MJ nor Lorie Sims were onsite to troubleshoot issues that arose with their coordination. This caused confusion and placed unplanned responsibility on the Events Team.

VENDOR COORDINATION

3. **Catering:** Assure food is ordered for ALL Sac State staff assisting with set-up, including the Tassel set-up crew. This year we were short a meal.
4. **Catering:** Chicken was served for almost every meal. Consider switching up the protein option in the future!
5. **Catering:** Assure ALL meals have multiple vegan options. For several of the meals only 1 item was marked as vegan. Even if other items were vegan, they were not labeled as such, so our vegans were not comfortable partaking. If necessary, order special meals just for vegans. Sari suggested that asking for dressings/cheese on the side for items (such as salads) would assure her ability to eat them in the future. (Vegan brownies were delicious!)
6. **Shuttle (Neumann):** Request drivers Barry & Steven for future orders. They were most communicative and worked well via text.
7. **Shuttle (Neumann):** One of the shuttle drivers was rude to an ambassador with mobility needs. Neumann has been notified, and we are working with them to assure this doesn't happen in the future.
8. **ASL Team:** Make sure the ASL team dedicates a full hour to conduct thorough equipment and cue testing during set-up day.

SUPPLIES & PACKING

9. **Supplies:** Consider alternative signage options for Grad Check-In. Smart signs have always been a hassle; are tripping hazards, and one fell on an Ambassador's head this year!
10. **Supplies:** It is best to always bring our onsite supply bins from the office (Megatron). There were several supplies from the Commencement bins that were missing.

IMPORTANT LINKS

CEREMONY LIVESTREAM RECORDINGS

- [College of Arts & Letters](#)
- [College of Business](#)
- [College of Engineering & Computer Science -AND- College of Natural Sciences & Mathematics](#)
- [College of Health & Human Services](#)
- [College of Social Sciences & Interdisciplinary Studies](#)
- [College of Education](#)

EVENT VIDEOS

- [Spring 2025 Commencement Highlights](#)
- [Spring Commencement Vibes](#)
- [Dance Compilation! \(Instagram Reel\)](#)

PHOTO ALBUMS

President's Lounge Photo Gallery

Deans' Awardee Photo Gallery

Public Flickr Galleries:

- [Highlights](#)
- [Day 1](#)
- [Day 2](#)

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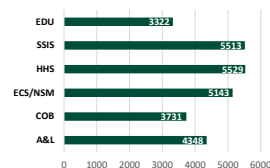


LIVESTREAM DATA

VIEWS

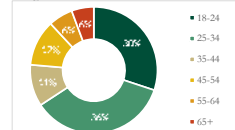
There were roughly 28,000 total views of the livestream (as of May 28, 2025).

- This is an average of about 4,600 livestream viewers per ceremony.
- The highest viewed ceremony was Health & Human Services with 20% of all livestream views, and a total of an estimated 5,600 views.
- The lowest viewed ceremony was Education with 3,300 views, and roughly 12% of total livestream views.

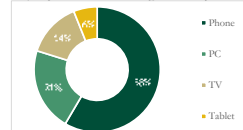


DEMOGRAPHICS

Livestream viewer ages ranged from 18 - 65+, with the majority of livestream viewers ranging from 18 to 34, and the lowest number of viewers being 65 and over.



The livestream was viewed from several different device-types, including mobile phones, PCs, TVs, and tablets, with the majority of viewers watching on smart phones.



The livestream was viewed from around the world, in countries including the U.S., India, Mexico, the Philippines, Canada, the United Kingdom, and France (to name the countries with the highest viewership).

- The U.S. made up 88.9% of livestream views.
- India was the second highest country in virtual attendance, at 3% of all livestream views, the majority of which were during the ECS/NSM ceremony.
- Mexico viewers made up 2% of the overall livestream audience.

FEEDBACK

IN THE NEWS

- [Sacramento State Newsroom: Top graduates reflect the perseverance and promise of Sac State's newest alumni \(May 12, 2025\)](#)
- [News 10: Sacramento State's 2025 Spring Commencement ceremony preparations \(May 16, 2025\)](#)
- [KCRA 3: 'I'm ecstatic': Sacramento State students get ready for commencement weekend \(May 16, 2025\)](#)
- [CBS News: Sac State commencement ceremonies begin at Golden 1 Center \(May 16, 2025\)](#)
- [Sacramento State Newsroom: Sac State's Spring Commencement brings joy, gratitude and a sense of accomplishment \(May 19, 2025\)](#)







[PART 2]

Planning Considerations

Planning an event on or off-campus comes with a significant amount of considerations. This section focuses on some of the most common and most important considerations planners should examine and address for their events, including campus partners, accommodations, vendor coordination, and more.

On-Campus Partners

FACILITIES

Very often Facilities will need to be involved in the planning or implementation of your on-campus event. Below are some of the Facilities departments often involved in events, and some ways they may be involved in your event:

CUSTODIAL SERVICES

Custodial Services is responsible for cleaning activities in all general-fund supported university facilities. Their involvement in events may include garbage porter service, supplying extra garbage and recycling bins in event locations, emergency clean-ups, and more.

ELECTRIC SHOP

The Electrical Shop works to maintain nearly all electrical equipment on campus, including primary and secondary distribution systems, underground cables, interior circuits, panels, transformers and switchgear. They may need to be contacted if power is needed at your event, especially for outdoor spaces. They can also provide power cords and strips for your event, if needed.

GROUNDS & LANDSCAPE SERVICES

The Grounds department is responsible for the maintenance of the 170 acres of campus landscape. They may be involved in your event by “beautifying” your outdoor event locations, turning off scheduled sprinklers, marking and approving equipment on grass areas, and more.

LOCK SHOP

The Lock Shop is responsible for the management of the campus master key system, key inventory, and issuance. They are responsible for unlocking gate arms on inner campus roads, similarly removing bollards, and issuing fobs and keys as needed for your events.

MOVING SERVICES

Moving Services can assist you in delivering large equipment and supplies to your event location, such as pop-up tents, tables and chairs, and more! **A limited supply of tables and chairs are also available to borrow for events occurring on campus.** Moving Services can deliver, set-up, and return equipment for your events. Table & Chair requests: <https://idp.csus.edu/csus.cas/login?service=https%3a%2f%2ffm-tablesandchairs.webhost.csus.edu%2f>

MULTI-CRAFT

The Multi-craft Shop oversees the upkeep and repair of fundamental elements across all campus buildings, including foundations, walls, roofs, stairs, ceilings, floors, floor coverings, and more. Additionally they are available for other miscellaneous building projects.

SUSTAINABILITY

The Sustainability Department can assist in assuring your event is as sustainable as possible. Whether it be offering advice or guidance on recommended sustainable practices, or assisting in setting up a zero-waste plan for your event, this department can assist.

For a full list of facilities departments and their services, please visit www.csus.edu/administration-business-affairs/facilities-management/operations-services.html.



HOW TO COORDINATE WITH FACILITIES

Space requests submitted through [Space Management \(SM\)](#) automatically generate a work order with facilities if such services are needed or required for your event. Space Management can help coordinate with facilities for your event needs. Space Management is a unit of the Business & Administrative Services (BAS) family within the Division of Administration & Business Affairs (ABA). Space Management is delegated the authority and responsibility to govern space use and schedule academic and State-owned, controlled and operated campus space on behalf of Sacramento State.

To submit work orders to Facilities for events not submitted through Space Management, please visit <https://fm-aimcsr.webhost.csus.edu/>. Be as detailed as possible when submitting work orders for function space not managed by SM. After submitting your work order it is recommended that you coordinate with facilities customer service and/or directly with the involved departments to finalize the details of your needs. They may reach out to you or you may need to contact them directly.

SAMPLE FACILITIES NEEDS ASSESSMENT

**submitted to SM in conjunction with space request*

Moving Services		
Barricade & A-Frame Delivery & Pick-Up	(44) 4x6 sidewalk barricades (facilities) (26) A frames (facilities) (15) barricades (UTAPS) (30) barricades (PD) 89 total	Pick up (30) Barricades from PD on May 19 before 10:00 AM Pick Up (44) Barricades & (26) A-Frames from Facilities on May 19 before 10:00 AM Pick up (15) Barricades from UTAPS on May 19 before 10:00 AM Delivery date: May 19, 7:00 AM - 10:00 AM Pick Up & Return date: May 23, 4:00 PM See Moving Services CARMencement Map for locations
Tables & Chairs & (5) Pop-Up Tents	Request submitted 2/10/2021 Waiting for WO#	(100) Chairs (20) Tables (5) Pop-Up Tents (Michael Hendren) Delivery Date: May 19 by noon Pick Up Date: Sunday, May 23 by noon See Moving Services CARMencement Map for locations
Commencement Materials Delivery		Moving Commencement materials from Shasta storage Deliver to Volunteer Lounge (Tschannen Science Complex 1002) Delivery Date: May 19 by 1:00 PM Pick Up/Return Date: Sunday, May 23, by noon
GradKit Daily Deliveries		May 18 - Move from Union to PSIII & Facilities Warehouse May 21 - Move ~12 Pallets from Warehouse areas to Lot 7 Check In Area @ 6:30 AM May 22 - Move ~12 Pallets from PSIII to Lot 7 Check In Area @ 6:30 AM May 22 - 6:00 PM --Move remaining pallets to Alumni Association
Grounds		
Turn Sprinklers Off		Along Entire Route May 19-22, 2021
Beautify Route		Trim Branches, mow grass, blow leaves... before May 21, 2021
Grounds Attendant ON CALL		May 19 - 20, 2021 (to cut branches along route as needed)
CLEAN TABLES OUTSIDE & AROUND TSC		Clean all tables around TSC for volunteer lunches
Electrical		
Electrical Attendant ON CALL		May 19 - 22, 2021

CENTRAL RECEIVING

Be sure to coordinate with Central Receiving for large shipments, especially when dealing with exhibitors. You should at least give them a week's notice of large shipments, so they can plan accordingly.

Below is a template we recommend using when coordinating with vendors or exhibitors who may be shipping materials to campus:

SHIPPING

For those needing to ship materials, please follow the guidelines below.

1. **Shipments must arrive between Monday, October 7 and Thursday, October 10, 2019**
2. **Exhibitors are to ship materials to the address below:**
Sacramento State University
Attn: Feria 2019
6000 J Street
Sacramento, CA 95819-6117
3. Label should also include exhibitor company name and number of boxes (_ of _).
4. Please send tracking numbers for all incoming packages to walukones@csus.edu
5. Sacramento State Shipping and Receiving will keep a daily log of all packages received between Monday, October 7 and Thursday, October 10. Materials will be placed at your designated exhibitor table on Friday, October 11, by 2:00 PM.

RETURN SHIPMENTS

Follow the guidelines below for assistance shipping materials back after the event:

1. Exhibitor must notify the attendant at the Exhibitor Registration Table in advance. Packages cannot be left on the showroom floor without instructions. Materials left on the showroom floor without instructions will be discarded.
2. Outbound packages should be dropped off at the Exhibitor Registration Table in Ballroom I. All packages need to be properly sealed and labeled.
3. All packages must be marked with a **PRE PAID** Mailing Label / Self-Addressed on each box for the mail room to ship out (UPS or FedEx ONLY).
4. All properly labeled, outgoing packages will be picked up from the University on Monday, October 14th.

For additional information, contact Central Receiving at receiving@csus.edu or (916) 278-6274.

CAMPUS POLICE

Your event may require a security assessment. Completing the Sac State Event Notification Form provides pertinent information to various departments to help assess your event's needs. After reviewing the Event Notification Form, Sac State's police department may contact event coordinators to discuss the need for security. You can also contact the Sac State Police Department for an assessment.

Security may be required at on-campus and off-campus venues. Security can include hiring a third party or our Police Department personnel for a fee.

A few examples of events that may require police department personnel include large crowds, football games, VIP speakers or guests, celebrities, controversial speakers, or government officials.

For more information: <https://www.csus.edu/campus-safety/police-department/units-functions/>,
Complete a [Police Service Request form](#), or call 916-278-2193.

UTAPS & PARKING

It is the event planner's responsibility to inform its guests about parking requirements, permit processes, and more. University Transportation & Parking Services (UTAPS) has rolled out new parking processes, including those for events on campus. Below outlines some information on their new virtual parking permit processes.

WHAT ARE VIRTUAL PARKING PERMITS?

Your license plate is your parking permit. You can register up to two vehicles to a permit (only one vehicle may be parked on campus at a time). Parking enforcement uses License Plate Recognition (LPR) technology to enforce parking rights. Student, visitor, and employee permits are now virtual.

VIRTUAL PERMIT BENEFITS

No need to display a physical permit. No more lost/stolen permits. No more forgetting a parking permit.
More sustainable through reduced paper and plastic usage.
More cost effective through reduced permit production and postage fees.

VIRTUAL VISITOR PARKING

Coupon Codes (replaced "scratchers" and "ePermits"): Unique six-digit code redeemable for at any parking permit machine. Available for purchase in bulk. Great option for drop-in visitors.
Visitor Parking Requests (replaced CMS Visitor Parking module): Unique web link you email to a visitor. You are only charged for activated and used visitor permits. No more unused permits to return/refund. Many permits options available: daily, weekly, monthly, etc.



Current UTAPS point of contact:

Justin T. Smith

UTAPS Event Coordinator
University Transportation & Parking Services
(916) 278-7275
justin.t.smith@csus.edu

Information for this section provided by:
Josh Neri, Former Parking Systems Analyst, UTAPS

RISK MANAGEMENT

Risk Management Services (RMS) at Sac State consists of important offices that can help you with the planning of your event. RMS can provide information on risk management & insurance, environmental safety, worker safety, youth protection, emergency management, and worker's compensation. RMS consists of 4 offices that are here to help you: Risk Management, Environmental Health & Safety, Emergency Management, and Workers Compensation.

For more information, please visit the [RMS website](#) or call x82020.

RISK MANAGEMENT & INSURANCE

Risk Management supports the campus in identifying, assessing, and mitigating risk exposures that may compromise people, programs, property, and the University as a whole. Risk Management starts with identifying risks for your event. Most risks can be mitigated by removing risk issues, lessening the chances of risk issues, or transferring the risk issue with insurance coverage. Risk Management is here to help consult and discuss any issues you may have with your event.

RISK MANAGEMENT PROVIDES INFORMATION ON:

- General liability, auto liability, and workers' compensation insurance
- Special event insurance
- Driving on university business & vehicle accident procedures
- Field trips
- Pedestrian safety
- Drone flight approvals
- Youth protection program

RISK MANAGEMENT CONSIDERATIONS FOR YOUR EVENT:

- Insurance requirements
- Events with alcohol
- Events at private residences
- Reputational risk

For more information, please visit the [Risk Management Services website](#).

YOUTH PROTECTION PROGRAM

As part of our commitment to provide an open and safe campus environment for all, including youth, RMS has developed the Youth Protection Program (YYP). This program intends to identify events and activities that serve or otherwise engage youth, and establish standards and protocols for their safety and protection. It also intends to guide staff and volunteer conduct, and to facilitate the identification of high-risk interactions and program characteristics.

WHO DOES THIS APPLY TO?

University or Auxiliary-controlled, sponsored, or co-sponsored contacts, including Third-Party Youth Organization representatives responsible for running the program or activity. The Youth Protection Program will offer guidance and support, including resources and information on the following topics:

Online Program registration:

- a. Youth Protection Training or Mandated Child Abuse Reporting Training
- b. Background Check or Live Scan Screening
- c. Code of Conduct
- d. Participant Waivers

ENVIRONMENTAL HEALTH & SAFETY

The office of Environmental Health & Safety (EHS) can provide information and consultation services for your event regarding environmental concerns & regulations as well as employee safety concerns & regulations. As with risk management, EHS will help identify risks in regards to the environment and employees.

EHS PROVIDES INFORMATION ON:

- Occupational safety based on Federal, State, and county regulations and best practices:
 - o Heat & Air quality
 - o Ergonomics
 - o Bloodborne Pathogens
 - o Fire prevention
- Environmental safety based on Federal, State, and county regulations:
 - o Air pollution (generators)
 - o Waste water management (sewers, portable restrooms, spills, etc...)
 - o Storm water management (spills or illicit discharge into storm water systems)
 - o Hazardous waste (chemicals, medical waste, removal, etc...)
 - o Universal waste (batteries, light bulbs, thermostats – less hazardous household items that should not be thrown away in general trash)

EHS CONSIDERATIONS FOR EVENTS:

- Employee & volunteer general safety: pre-event training, if required
- Event general safety: trip hazards, ADA accessibility, fire & life safety, etc...
- Use of electricity (beyond normal plug ins), scaffolding, special lighting, etc...
- Use of heavy equipment, moving heavy equipment on campus,
- Heat illness prevention: Providing water, breaks, and access to shade requirements
- Use of generators
- Third party safety (vendors, artists, speakers, etc...)

For more information, visit the [Environmental Health and Safety website](#).

Activities exempt from the YPP include:

- a. Programs or activities involving youth who are enrolled as matriculated students at Sac State
- b. Activities through which matriculated Sacramento State students earn academic credit, including participation in academic internship placements.
- c. Events open to the general public where parents/guardians are present and are expected to have control/custody/supervision of their children/youth.

Please note: if a public event includes a performance/game where the participants are minors, the Youth Protection process is triggered. The primary University, Auxiliary, or Third-Party must complete the Youth Protection Program.

RMS-YPP may request additional details from the event coordinator as needed.

For additional information, visit the [Youth Protection Webpage](#).

EMERGENCY MANAGEMENT

The office of Emergency Management is here to help the university navigate campus wide emergencies. Whether it's a natural disaster or human made, Emergency Management is here to help plan, respond, and get the university back to its normal operations following a large-scale emergency. Emergency Management is here to help you in the planning of different types of large-scale emergencies that you may experience at your event.

EMERGENCY MANAGEMENT PROVIDES INFORMATION ON:

- University/Campus emergency preparedness & emergency operations plan
- Building emergency action plans
- Continuity Planning (Business Continuity Plan)
- Evacuation & Shelter-in-Place
- First aid, CPR, and AED training
- Campus AED Program
- State Fire Marshal Special Event Permits

EMERGENCY MANAGEMENT CONSIDERATIONS FOR EVENTS:

- Completion of the [Sac State Event Notification Form](#)
- Creating plans for evacuation & shelter-in-place for your event
- Understanding current emergency plans for venues/buildings
- Planning for medical emergencies at events
- Continuity planning (large scale events that may face a cancellation or cause a disruption to your program, department, or office)
- Fire & life safety – indoor and outdoor
- Crowd management for large events (1 crowd manager per 250 guests)
- State Fire Marshal's special event permit – applications required minimum 30 days before the event (requirements for tents 400 square feet and larger)
- No open flames indoors, including chafing dish fuel (Sterno)

For more information, visit the [Emergency Management website](#).

WORKERS' COMPENSATION

The Office of Workers' Compensation (workers comp) is here to help if employees and registered volunteers are injured or become ill, either physically or mentally, because of your job. You may be entitled to workers comp benefits. Workers Comp benefits are designed to provide you with medical treatment to cure or relieve the effects of a work-related injury or illness, help replace lost wages if you are unable to work due to a work place injury/illness, and help you return to work at the earliest opportunity. All registered volunteers and student employees are included in workers comp and liability insurance coverage.

WORKERS' COMPENSATION CAN PROVIDE INFORMATION ON:

- What to do in case of a job injury
(Both [Report of Accident or Incident form](#) and [WC Claim form \(DWC-1\)](#) required)
- How to get medical treatment beyond first aid
- Supplemental benefits
- Death benefits

WORKERS' COMPENSATION CONSIDERATIONS FOR EVENTS:

- Ergonomic evaluations, considering the job duties of employees and volunteers
- What to do in case of an injury while on the job, including volunteers
- How to get medical treatment beyond first aid

For more information, visit the [Workers' Compensation website](#).

OFF-CAMPUS UNIVERSITY EVENTS

Many events are planned at locations that are not owned or affiliated to Sac State. Where ever you plan an event, there are things that you will need to keep in mind while planning for an off-campus event. The venue may require purchase of insurance or proof of insurance, permits, crowd management plans, bringing your own AV equipment, hiring third parties, etc...

Planning an event at a third-party venue requires careful consideration of logistical, legal, and financial aspect. Here's a guideline to help navigate the process:

LEGAL & COMPLIANCE

- Many venues require [proof of liability insurance](#) to cover potential damages or accidents. They may require you to purchase [special event insurance](#) if you do not have proof of insurance. They may only accept purchase of special event insurance.
 - » [Risk Management](#) can assist you with insurance requirement needs
- Depending on the nature of the event or the venue, permits may be required for use of the venue, alcohol service, amplified sound, or large gatherings.
- State Fire Marshal special event permits may be required on state owned property.
 - » [Emergency Management](#) can assist you with special event permits.
- Carefully review all terms, including cancellation policies, liability clauses, and payment schedules.
- Sac State Procurement is the only group who can sign contracts on behalf of the university.
- If working with other third parties, be sure that your vendors are also licensed and insured as needed by the venue.

SAFETY & SECURITY

- Ensure compliance with local fire code and emergency exit requirements. Most venues can help you with a layout that should comply with fire code. If renting tents, the rental company may help you with layouts.
- If needed, arrange for security personnel or complete the [Police Service Request Form](#)
- For large-scale events, you may need to hire crowd control managers to assist your guests in case of an emergency.
- Verify the venue's safety measures, including first aid availability and crowd control protocols.
- Depending on your event, you may want to consider having EMTs on site. For example, all Mixed Martial Arts events are required to have two ambulance teams on site, while a large-scale track and field event may only need one.

FINANCIAL RM CONSIDERATIONS

- Budget for venue rental fees, deposits, and additional costs such as cleaning or overtime charges.
- Understand refund policies in case of cancellation or unforeseen circumstances.
- There may be extra charges in addition to the rental fee, such as permit fees or special event insurance premiums. Be aware that special event insurance premiums may cost more if events have high risk activity and/or alcohol is being served.
- Venues may require hiring of security if alcohol is being served.

LOGISTICS & OPERATIONS

- Coordinate with venue staff on setup and breakdown times. Coordinate these times with your third-party vendors.
- Arrange transportation and parking options for volunteers, staff, and attendees.
- Confirm technical support for audiovisual needs.
- Plan to use items that are easy to put up and take down. Do not use nails, staples, or anything that could possibly damage the property.
- Cord covers may be required. Check with the venue or prepare to rent. Do not use floor mats as cord covers as cords may still get damaged and could cause the floor mat to catch on fire. If the cord cover is needed in a space where guests will be walking, consider low cord covers for ADA purposes.

MARKETING & PROMOTION

- Ensure compliance with venue branding guidelines if applicable.
- Ensure compliance with Sac State's branding guidelines.
- Provide clear directions and instructions for attendees.

VENUE SELECTION & BOOKING

- Ensure the venue aligns with the event's purpose, capacity needs, and ADA accessibility requirements.
- Review the venue's policies on catering, decorations, and audiovisual equipment and capabilities.
- Review the venue's policies on third party vendors.

SAC STATE EVENTS AT PRIVATE RESIDENCES

Risk Management Services does not recommend events taking place at a personal or private residence. Official university events present issues when hosting outside of university property or rented venues. Hosting a university event at a private residence can pose several risks, both for the host and the attendees.

SOME POTENTIAL RISKS:

- 1. Liability:** If an attendee is injured on the property, the host may be liable for any damages or medical expenses incurred. This could lead to costly lawsuits and a damaged reputation.
- 2. Insurance:** Homeowner's insurance policies may not cover damages or injuries that occur during a university event, especially if the event is considered commercial or business-related. The host may need to purchase additional insurance coverage to protect themselves.
- 3. Security:** A private residence may not have the same level of security as a commercial event venue, making it easier for uninvited guests to enter and potentially cause trouble or steal belongings.
- 4. ADA Accessibility:** Private residences are not always ADA accessible, including the needs for parking.
- 5. Alcohol and other legal substances:** It is highly discouraged to provide legal substances that may impair individuals at events on private residences. Legal substances may include alcohol and cannabis. Hosts may bear legal liability for any resulting incident(s).
- 6. Noise:** Corporate events can be loud and disruptive to neighbors, potentially leading to noise complaints and strained relationships with the community.
- 7. Capacity:** Private residences may not have the capacity to accommodate a large number of attendees, leading to overcrowding and potential safety hazards. Consider parking needs for the number of guests expected and those helping run the event.
- 8. Other Considerations:**
 - » Legal & illegal substances
 - » Super spreader events/Pandemics
 - » Accessibility for your guests. Food & mobility especially.
 - » Unaccompanied minors
 - » Volunteers working the event
 - » Personal pets and Service Animal interactions – highly encourage keeping pets away from the event, but allowing service animals for ADA accessibility
 - » Other HR considerations (e.g. discriminatory exclusion of employee(s))

Overall, while hosting a university event at a private residence may seem like a cost-effective and convenient option, it's important to carefully consider the potential risks and take steps to mitigate them before deciding to proceed.

University events at a private residence should be voluntary for all aspects of the event and the people attending. Guests should not be required to attend as part of their employment, academic and educational activity, or athletic program. The host volunteers their private residence for an event. People who are working the event do so voluntarily unless they are paid third party vendors (catering, event services, etc...).



PRIVATE EVENTS

Employees may choose to host private events outside of the workplace that may involve other employees or students. While we respect our employees' and students' privacy and personal lives, we encourage everyone to be mindful of the company's code of conduct and to behave in a professional and respectful manner, both on and off the job. Private events that do not involve Sac State resources or violate company policies are not in the purview of the university's events guidelines.

INSURANCE

Venues will likely require at least proof of liability insurance, whether the venue is on campus or off campus. Venues may also require Abuse and Molestation Liability insurance coverage if events are involved with minors. University affiliated venues, such as the University Union, will be provided copies of Sac State's insurance annually to make event planning simpler for Sac State event planners. If you cannot provide proof of insurance required, you may be required to purchase special event or short-term event insurance.

LIABILITY INSURANCE

General liability insurance is required in the event an incident occurs that would cause damages to property or people. Venues may require proof of liability insurance with specific requirements such as coverage limits and/or additional insured endorsements.

If your organization needs proof of insurance, please complete the [Certificate of Insurance Request Form](#).

Procurement should be involved to sign contracts between your group and any third-party venue. Contracts will typically include providing insurance requirements to the third-party venue.

SPECIAL EVENTS/SHORT-TERM INSURANCE

For some events, on campus or off campus, special event insurance may be required in addition to providing proof of liability insurance. Sac State has special event insurance in the event that an event requires this insurance coverage for an additional fee. Sac State's special event insurance coverage can only apply to events that are happening on campus or at an affiliated venue. Special event insurance can also be purchased by third parties that have events on campus and cannot provide proof of liability insurance.

If the venue requires proof of insurance, you can [request for a certificate](#) from Risk Management. Please provide the venue's requirement for insurance, including name and address.

If the venue requires special event/short-term insurance, Sac State's special event insurance will not cover off campus venues. You can purchase special event insurance through most insurance companies, including ones you may utilize personally. Make sure your department/office purchases a policy with the correct liability coverage amounts required by the venue.

The venue may also provide you with a way to purchase special event insurance through their provider.

If a venue on campus requires special event insurance due to certain high-risk activities, you can request for a quote for the cost by completing the [Special Event Insurance form](#).

Special Event Insurance may be required for third parties with no insurance (such as weddings or parties with alcohol), high risk activities during the event (rental of carnival rides), and other occasions as the insurance company may deem fit to have extra insurance.

ABUSE AND MOLESTATION LIABILITY INSURANCE

If your event includes minors, you may need to provide Abuse and Molestation liability insurance coverage. It is possible that if third parties are bringing minors to your event, those third parties may be required to register and provide that same insurance requirement to Sac State. Third parties include schools, youth camps, and other groups that supervise or chaperon minors without their parents present.

For more information, visit the Sac State's [Youth Protection Program website](#).

Contact information to the Youth Protection Analyst can be found on the website. You can also contact Risk Management Services at rms@csus.edu.

For more information about insurance, visit the [Risk Management Services website on insurance](#).

Other Considerations

EVENT SIGNAGE & MDCC

Most campus events require some form of signage, whether it be directional, informational, or decoration. If your event requires any signage to be set up outside on the University campus, you will need to get approval from The Minor Design Change Committee (MDCC). This includes A-Frames, Banners, Posters, Plaques, and more, and includes any signs being placed on buildings or structures, walkways, landscaping, etc.

For MDCC Procedures and Policies, please visit <https://www.csus.edu/um anual/admin/documents/minor-design-change-process-guide.pdf>.

RECOMMENDATIONS FOR SUBMITTING AN MDCC REQUEST:

Include as much information as possible. Including maps or diagrams of desired signage placement, signage artwork, and the dates/times the signs will be out.

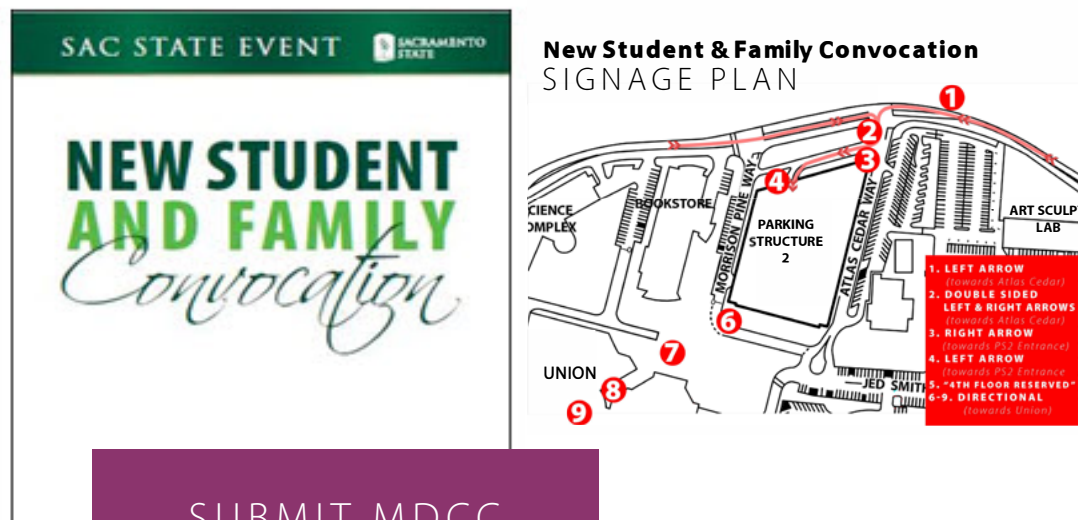
SAMPLE MDCC REQUEST EMAIL

To: Raczkowski, Sarah E <raczkowski@csus.edu>

Subject: MDCC Approval - New Student & Family Convocation (AUG 24)

Hi Sarah,

Hope your summer is going well. I wanted to get MDCC approval on our signage plan for New Student & Family Convocation ceremonies, taking place August 24, 2023 in the Uni. A draft of the directional signage is pasted below, and our signage distribution plan is at



SUBMIT MDCC
REQUESTS TO:

MDCC@csus.edu



ACCOMMODATIONS & ACCESSIBLE EVENTS

In alignment with the University Antiracism and Inclusive Campus Planning Initiative, Sacramento State is committed to ensuring an inclusive campus for all students, faculty, staff and the campus community at large. As part of these commitments, everyone must ensure all learning activities, including events and programs, are inclusive and accessible so everyone can fully participate.

Our Institutional values are shown through our actions, and addressing the opportunity gap for individuals with disabilities begins with inclusive practices. What we as a campus demonstrate for our faculty and staff becomes part of our collective culture. Providing people with an opportunity to inform event planners what they need to fully participate in events is an easy practice with significant impact across campus. Arranging and providing accommodations indicates support for faculty, staff and students while modeling inclusive language and practices.



EVENT ACCOMMODATION CONSIDERATIONS

Some accommodations event planners may need to consider include, but are not limited to:

- ASL-English Interpretation
- Accessible Seating
- Braille
- Real-Time/Remote Captioning
- Dietary Restrictions
- All Gender Restroom
- Closed Captioning
- Companion Access
- Mobility Requests
- Service Animals
- Accessible Restrooms

For a detailed overview accessible event guidelines, please review the [Accessible Event Guidelines](#) document.

For a consultation with the Staff ASL Interpreter, who can advise on accessibility for campus events, please contact asl@csus.edu.

For additional information on inclusive and accessible events, including recommendations and guidance on requests for accommodation, general expectations, ASL requests, and sample event language, please visit the Inclusive Excellence website at www.csus.edu/diversity-inclusion/division-inclusive-excellence/inclusive-accessible-events.html

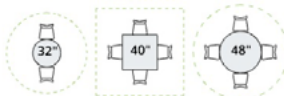
Information for this section provided by:
Michele Vincent, Staff ASL Interpreter, College of Education

SEATING ARRANGEMENTS

What is the best seating for your event? Every venue has a different inventory of table sizes, shapes, etc., that you can utilize for your events. Work with your venue contact to determine the best fit for your event attendees.

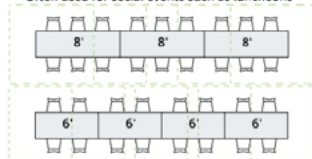
COCKTAIL/BISTRO SEATING

Common at receptions and other social events



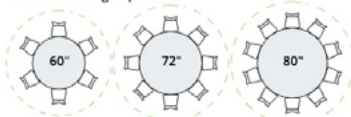
BANQUET SEATING

Often used for social events such as luncheons



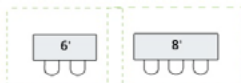
STANDARD ROUNDS

Often used for social events where dining is occurring. Great for small-group activities.



CLASSROOM SEATING

Useful for education sessions where little social interaction is expected



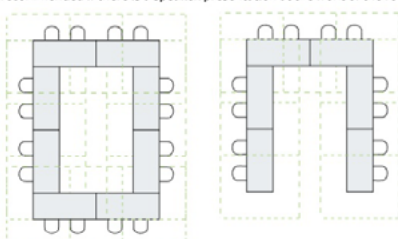
LECTURE/THEATER SEATING

Similar to classroom, but with no tables. Great for limited writing needs, and also a huge space-saver!



CONFERENCE & U-SHAPE

Conference seating is great for standard meetings. U-Shape is recommended if there is a speaker/presentation at the front of the room



To start planning your seating arrangements, it is best to refer to your venue for their advice, but there are also some tools you can use on your own. **Social Tables** has a free version online, where you can create your own floorplans for your events. There are also a number of online space calculators you can search for that calculate the estimated capacity of a room, based on square-footage and desired set-up.



CANINE COMPANIONS

Consider inviting Canine Companions to your next event. Canine Companions is a national non-profit organization, dedicated to breeding, training, and placing high quality, expertly trained service dogs with people with visible and invisible disabilities. Inviting the canines to your event can bring joy to your attendees, while also getting the dogs the necessary training hours they require.

To contact Canine Companions about bringing puppies in training to your next event, contact Marianne Kolleda, *Volunteer Puppy Raiser & Trainer* at Marianne.Kolleda@caninevolunteer.org.

LAND ACKNOWLEDGEMENTS

What is a Land Acknowledgment? A Land Acknowledgment is a formal statement that recognizes and respects Indigenous Peoples as traditional stewards of the land, the University, and its surrounding community resides on, and the enduring relationship that exists between Indigenous Peoples and their traditional territories. It is now a recommended practice to state a land acknowledgement at the beginning of all large public events and gatherings.

A sample of Sacramento State's land acknowledgement can be found below:

We are mindful in acknowledging that the land that we stand on today, was and continues to be occupied by the Indigenous People of this area, the Miwok, Maidu, and Nisenan. Recognizing their culture that is rich with spiritual ties to the land and waters that resonate with their traditions. We are humbled and take this opportunity to thank and honor those indigenous people of this area.

KSSU

KSSU is available for DJ and PA services at your next event! On and off-campus organizations can hire KSSU to provide music and/or a PA system at their event. KSSU is a program of Associated Students Inc. (ASI) at Sacramento State.

All Sacramento State campus departments and organizations are charged the standard rate. On-campus departments and organizations are responsible for securing their own sound permit through the department of Student Organizations & Leadership (SOAL) prior to contacting KSSU about providing on-campus DJ/PA services.

If the event is off-campus, please be aware that there may be additional transportation charges.

All departments & organizations requesting DJ/PA services must complete a written and signed DJ and PA services contract with KSSU. DJ/PA services are not confirmed verbally in person or over the phone.

Important: Please provide at least 3 weeks notice prior to your event date.



To get a quote and book KSSU for your next event, visit www.kssu.com/dj-services

or contact Hector Hernandez at
Hhernandez@csus.edu.



Collective Access & Inclusive Event Planning Policy

POLICY STATEMENT:

Sacramento State is committed to promoting full participation and equal access to university programs and activities for all individuals. All officially recognized divisions, departments, and university entities are required to plan proactively and communicate clearly to ensure reasonable accommodations are provided for individuals with disabilities.

The University engages in a collaborative, interactive process to determine what constitutes a reasonable accommodation. Under the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), individuals with disabilities have the right to indicate accommodations that best meet their needs. Final determinations may involve legal counsel when necessary.

We are committed to acting in good faith and making diligent efforts to deliver these accommodations in a timely manner.

While individual accommodations remain essential, this policy encourages event organizers to design for collective access—ensuring the broadest inclusion possible by embedding accessibility from the outset of event planning.

We recognize that requesting access repeatedly, being denied accommodations, or facing inaccessible experiences causes harm. This policy aims to reduce the burden on disabled community members by proactively designing for access and honoring the time, labor, and dignity of every member of our campus community.

WHO THE POLICY APPLIES TO:

This policy applies to all events and activities sponsored by officially recognized divisions, departments, and university entities. It is intended to serve all participants of these activities, including students, faculty, staff, alumni, families, community members, vendors, and other external guests who engage in university-sponsored programming.

STATEMENT OF COMMITMENT

Sacramento State affirms that accessibility is a shared responsibility rooted in our core values of diversity, equity, inclusion, and belonging. This policy upholds the principles of Disability Justice, a movement framework led by disabled Black, brown, queer, and trans people. Disability Justice honors the leadership and dignity of individuals with disabilities across all aspects of campus life, recognizes that ableism intersects with other forms of oppression, and seeks to build systems rooted in care, sustainability, and belonging. Accessibility is not only a matter of compliance but also of institutional integrity and care.

In alignment with our commitment to shared governance and Disability Justice, Sacramento State is committed to meaningfully include disabled students, staff, and faculty as co-creators in the planning, implementation, and evaluation of event accessibility.

PURPOSE OF THE POLICY:

This policy ensures compliance with applicable state and federal laws, including but not limited to:

- Americans with Disabilities Act (ADA)
- Sections 504 and 508 of the Rehabilitation Act of 1973
- California Fair Employment and Housing Act (FEHA)
- Government Code § 12940 et seq.
- Education Code §§ 67302 and 67310-13

This policy outlines the roles and responsibilities for planning accessible and inclusive events and provides guidance to ensure inclusion, equity, and compliance in event design and delivery.

RESPONSIBILITIES:

Campus Entities: All divisions, departments, and event-hosting units are responsible for ensuring compliance with this policy. Accessibility must be considered an integral part of event planning process. Proactive compliance with this policy is the responsibility of all divisions, departments, and event-hosting units, beginning at the inception of their event planning.

ADA Coordinator: Oversees university-wide compliance with Title II of the ADA and Section 504 of the Rehabilitation Act of 1973. The ADA Coordinator serves as a resource and advisor for complex cases, especially when questions about undue hardship arise.

ASL/English Campus Interpreter Coordinator: In collaboration with the ADA Coordinator, the ASL/English Interpreter Coordinator works with the Deaf Community to ensure best practices and serves as a resource and advisor for issues of Interpreting.

Event Organizers: Are responsible for:

- Ensuring accessibility for all participants and making every effort to provide equitable access to event content and experiences, including in-person, virtual, and hybrid events.
- Providing a point of contact name and email for requesting a reasonable accommodation and coordinating these services, unless doing so would fundamentally alter the nature of the event or cause undue financial or administrative hardship.
- Consulting the ADA Coordinator before denying any accommodation request.
- Ensuring events, including those that do not require RSVP, include accessibility considerations such as:
 - » Accessible seating
 - » Clear and navigable pathways
 - » The name and email for a event point of contact for participants to request specific accommodations, such as captioning services and ASL-English interpretation.



A. ADVERTISING UNIVERSITY EVENTS

1. All event advertisements must be created in an accessible format, including but not limited to accessible hyperlink text, readable fonts and sizes, appropriate color contrast, and descriptive text for images and graphics.
 2. Advertisements must include:
 - » Clear contact information (name, phone number, and email address) to request accommodations.
 - » A deadline by which accommodation requests must be submitted (recommended at least 10 business days in advance)
 3. Once the confirmation of ASL interpretation at an event has occurred, hosts are encouraged to display a visual symbol on the invitation indicating its availability,
 4. Organizers must respond to accommodation requests in a timely and respectful manner.
 5. Sample accessibility statement: "To request reasonable accommodations, contact [Name] at [Phone/Email] by [Date]."
-

B. FINANCIAL SUPPORT FOR ACCOMMODATIONS

1. Event budgets must account for the cost of providing reasonable accommodations.
 2. Revenue-generating events are expected to cover the costs of accommodations.
 3. Departments that are unable to fund accommodations from existing budgets should contact the ADA Coordinator for guidance and recommendations.
-

C. POSTPONEMENT OR CANCELLATION OF EVENTS

If a requested reasonable accommodation cannot be fulfilled, the event organizer must consult with the ADA Coordinator (or designee) to determine next steps, which may include modifying, postponing, or canceling the event. The ADA Coordinator will evaluate the request and, if services are denied, the requester will be notified in writing along with information about the review or appeal process.

There are two key scenarios:

1. Accommodation Denied

If a request is reviewed and formally denied, the decision must be documented and communicated with the rationale. The individual requesting the accommodation must be informed of their right to appeal or request further review.

2. Accommodation Not Available

If a requested accommodation cannot be secured in time (e.g., interpreter unavailable, vendor delay), the event organizer must:

- » Work with the ADA Coordinator to explore alternative solutions (e.g., rescheduling, offering remote access, recording content for later viewing).
- » Engage the participant(s) to discuss feasible options.
- » If no appropriate alternative can be arranged, cancellation or postponement may be required.

Planning Notice:

Some accommodations require significant lead time, such as:

- ASL-English interpretation
- Food and beverage accommodations
- Conversion of materials into alternate or accessible formats
- Physical adjustments (e.g., installing ramps or modifying space layouts)

Organizers must make good-faith efforts to anticipate accessibility needs and coordinate accommodations in a timely and responsive manner. Proactive planning is essential to minimize disruptions and uphold the institution's commitment to access and inclusion.

D. FEEDBACK AND CONTINUOUS IMPROVEMENT

To promote accountability and continuous learning, event organizers must include a mechanism for collecting anonymous accessibility feedback following all events. This feedback should be reviewed and thoughtfully considered to inform future event planning. The university will also regular accessibility audits in partnership with disabled community members.

To review the policy online, please visit tinyurl.com/sacstate-accessibleeventpolicy



International & VIP Campus Visits

This section is designed to help Sacramento State event planners provide a welcoming, respectful, and well-organized experience for our international guests, dignitaries, government officials, and other VIPs.

DELEGATION AND VIP IDENTIFICATION

1. Get the full list of attendees: names, official titles, credentials, and photos (if available).
2. Confirm which country or organization they are representing and the purpose of their visit.
3. Note any official diplomatic titles, embassy affiliations, or special ranks.
4. Submit a finalized list of all VIP attendees to the Sacramento State Police Department (UPD) at least 7 days before the event to support planning and operational needs.

ADVANCE PLANNING

1. If they have an Advance Team, offer a campus walk-through ahead of the visit.
2. Confirm key logistics: date, time, locations, and whether security escort is needed.
3. Assign a Sacramento State point-of-contact for smooth communication.
4. Notify UPD at least 30 days prior to the visit to allow sufficient time for developing an operational plan and staffing.



NOTIFYING EXTERNAL RELATIONS AND PROVIDING VISIT DETAILS

As soon as a visit is confirmed or enters the planning stages, notify the Chief of External Relations, Michelle Willard, in the President's Office with all known details, such as:

- Preliminary schedules, agendas, and points of contact.
- Name(s) and title(s) of the international visitor(s) or dignitaries.
- Country, organization, or institution they represent.
- Their professional background and significance (e.g., government, academia, business).
- Purpose and expectations of the visit: Why are they visiting Sacramento State? (e.g., partnership discussions, tours, lectures, research).
- Any requests for meetings with California or Sacramento elected officials (congressional, state, county, city) or business/community leaders.
- Expected outcomes or deliverables (e.g., resolutions, certificates, signing agreements, joint announcements).
- Any known protocol or cultural considerations to be observed.

SECURITY ARRANGEMENTS

1. Ask upfront: Will they be bringing their own security detail?

- **If yes:** Coordinate a threat assessment with UPD as soon as possible. Assessments will be conducted by Lieutenant Mark Flores or a designee authorized by Chief Madison.
 - » If a VIP plans to bring their own security detail, the security personnel must contact Lieutenant Mark Flores no later than 48 hours before the event to confirm the number of personnel, credential verification, whether they are armed or carrying personal protection equipment, vehicle information, and coordination procedures.
- **If no:** Ask if they plan to hire a local security company to provide support or if they want to explore having UPD officers assigned, and if so, whether they prefer officers in uniform or plain clothes.

2. Emergency Protocols:

- Identify emergency contacts and procedures specific to the visit.
- Provide UPD or host POC with guest contact info and emergency preferences.
- Clarify evacuation plans for all venues (especially important for guests with mobility needs).

CULTURAL CONSIDERATIONS

1. Research any important customs or greetings (handshakes might not be appropriate in every culture).
2. Research cultural customs to respect and any behaviors or topics to avoid.
3. Prepare translated welcome signage or printed materials if needed.
4. Confirm if an interpreter or translator will be needed, and for what language(s).

DIETARY RESTRICTIONS & CATERING HOSPITALITY

1. Ask about any dietary requests/restrictions: halal, kosher, vegan, vegetarian, gluten-free, or allergies.
2. Consider meal timing.
3. Make sure food and beverage (including water) are clearly labeled, and when possible, provide allergen details in advance so guests can make informed choices.
4. Work with Aramark to accommodate special meals. If Aramark cannot meet specific cultural needs, coordinate with them to request an exception for an approved external caterer.

PARKING & ARRIVAL

1. Reserve VIP parking close to the event/meeting location.
2. Arrange for golf carts or shuttles, if needed.
3. Coordinate with UTAPS for virtual parking permits or one-time-use coupon codes, if needed.

ACCOMMODATIONS & ACCESSIBILITY

1. Confirm that all event spaces are fully accessible (seating, restrooms, wide entrances).
2. Accommodate mobility devices, service animals, or companion access.
3. If needed, arrange for ASL interpretation, real-time captioning, or braille/large print materials.



GUEST EXPERIENCE & PROGRAMMING

1. Prepare and distribute a detailed event script or run-of-show.
2. Confirm who will greet, escort, and introduce the VIPs.
3. Verify correct formal titles (especially for diplomats, royalty, ranking officials).
4. Learn the phonetic pronunciation of names and titles ahead of time.
5. Include Sac State's Land Acknowledgment when possible.
6. Confirm audio and visual needs for guests, including slides, video, microphones, etc.
 - Will they bring their own materials or do they need support?
 - Consider needs for international power adapters or device charging.
 - Share details with the venue A/V team in advance to assure smooth setup.



MEDIA & PRIVACY

1. Ask if the guests are comfortable with photography or media coverage. Or if they prefer a private experience.
2. If media is welcome, coordinate with University Communications (UComm) for press kits, interviews, coverage, and to determine whether a press conference is needed.
3. Provide VIPs with briefing notes, talking points, and any event materials, if necessary.

GIFTS & TOKENS OF APPRECIATION/ WELCOME

1. Check if gift-giving is appropriate based on their culture.
 - **If yes:** Have a few thoughtful, branded Sac State gifts ready, like pins, scarves, or padfolios.
1. Follow any gift protocol (presenting with both hands, avoiding wrapping).
2. Be mindful of travel limitations. Choose items that are lightweight, compact, and TSA-friendly, as guests may need to pack them in carry-on luggage or clear customs when flying home. Avoid liquids, large items, fragile items, or anything that could raise TSA security concerns.



POST-VISIT FOLLOW-UP

1. Share photos, media clips, or press coverage with guests.
2. Send a personalized "Thank You" letter or card from the University/President Wood.
3. Schedule an internal debrief with stakeholders to review what went well and identify areas for improvement.



DOCUMENTS TO PREPARE:



Event Script/Run-of-Show/Agenda



Campus Map with Parking and Route/Entrance Details



Security and Threat Assessment (UPD)



Cultural Protocols Sheet



Dietary Restrictions Summary



VIP Briefing Notes and Seating Chart



Media Kit from UComm (press release, talking points)

DELEGATION STAFF

In addition to planning for VIPs and dignitaries, it is important to consider the needs of their staff (personal assistants, media reps, security personnel). These individuals are critical to the success of the visit and should be included in your planning.

Keep in mind: Staff are often not invited into formal meetings or private sessions, and may be asked to wait outside. Be sure to have a nearby space set aside where they can sit comfortably, check e-mails, or grab some water/food while they wait.

FIRST IMPRESSIONS MATTER

If you can, try to include faculty, staff, or students who share a cultural or background with our guests in the initial welcome. Even just saying “Hello and Welcome!” in their native language as they arrive can go a long way in making the visit feel warm, special, and personal.

WHY IT HELPS:

- Creates a sense of comfort from the moment they arrive.
- It can break the ice, especially if there are language or cultural barriers.
- It shows that Sacramento State is thoughtful and inclusive.





[PART 3]

Campus Affiliated Venues

This section of the event planner training manual outlines various campus affiliated venues and facilities at Sacramento State that can be rented or reserved for events.

Each venue has its own process for reservations, contact information, capacities, rules, and regulations. This section has been designed to give you a snapshot of each venue, give you ideas of layouts and uses for the spaces, and connect you with a point of contact for each venue.

Alumni Center

6000 J STREET

Maintained and operated by the Alumni Association, the Harper Alumni Center is an outstanding venue that may be rented by the campus affiliated event planners, and the general public, for meetings, conferences, weddings, receptions and other social events. It truly provides a "home" on campus for alumni and a place for activities that help alumni strengthen ties to the students, the campus, and the community. Alumni Association life members receive a 10 percent discount on room rental fees.



CONTACT

Alumni Center Coordinator

(916) 278-7809

alumnicenter@csus.edu

www.tinyurl.com/sacstate-hac



FAST FACTS

- 4,800+ sq. ft. meeting space
- Capacity of up to 400 ppl.
- Tables/chairs included in room rental fees (6 ft rectangle and 60" rounds).
- 2 built-in screens and projectors.
- Boardroom rental for small meetings.
- Enclosed patio.
- Welcoming lobby area.

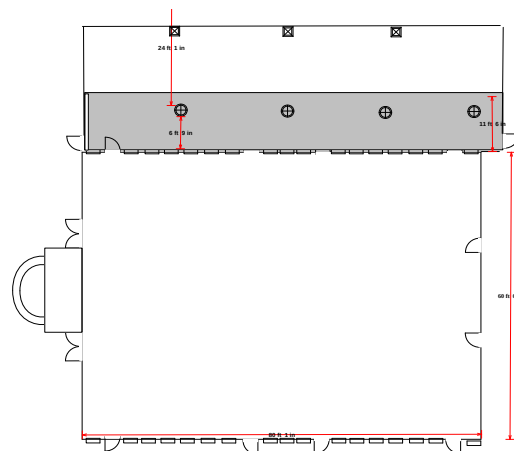


CAPACITIES

The Capital Room in the Alumni Center is 4,800+ square feet (80 feet x 60 feet), and can be broken into (4) sections, each 1,200 square feet.

ROOM	BANQUET	THEATER	CLASSROOM
Capital Room	300	400	150
1/2 Capital Room	150	170	80
1/4 Capital Room	60	80	40

Please refer to the HAC website for most up-to-date information on room capacities and COVID-guidelines.



FOOD & BEVERAGE

The Alumni Center features a staging kitchen only. All food brought into the Harper Alumni Center must be prepared off-site in a commercial kitchen and provided by a licensed and insured catering company, restaurant or bakery. Potlucks or self-prepared food for your event is not allowed.

Clients may choose from one of the Alumni Center's preferred caterers or pay an additional \$500 catering fee along with supplying additional paperwork required by the Harper Alumni Center. A list of preferred caterers can be found at tinyurl.com/csus-hac-caterers.

ADDITIONAL INFO

In addition to the basic tables and chairs that are included with your rental, the Alumni Center has additional equipment available such as staging, a dance floor, cocktail tables, etc. They also have audio visual equipment and packages available for an additional fee.

Equipment Rental Rates: tinyurl.com/csus-hac-equipment

Audio Visual Rental Rates: tinyurl.com/csus-hac-AV

The Alumni Center also realizes that clients have needs beyond what they can provide from plant rentals to photo booths. They have put together a resource sheet to help you in planning your best event.

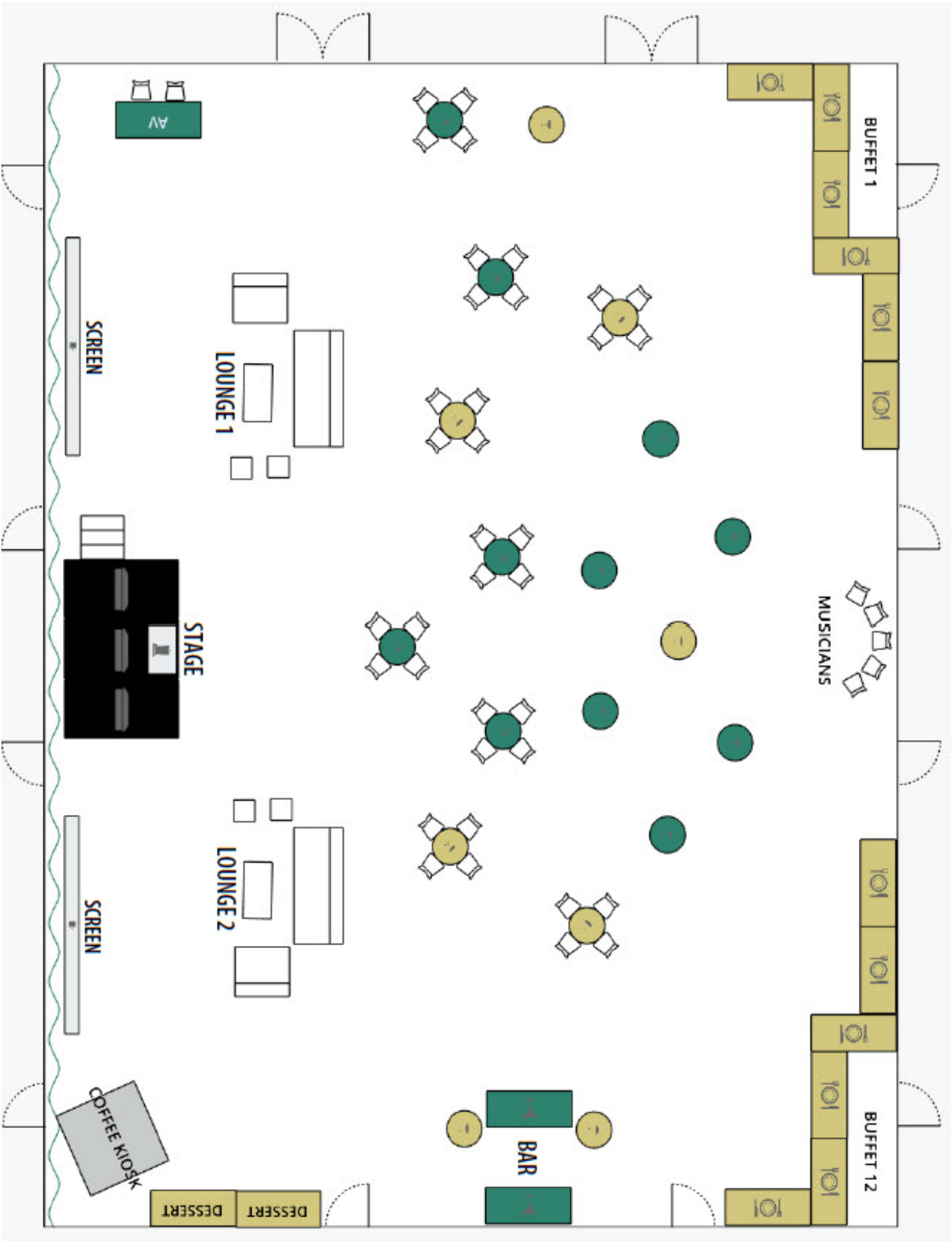
Vendor Resource Sheet: <https://tinyurl.com/csus-hac-vendors>

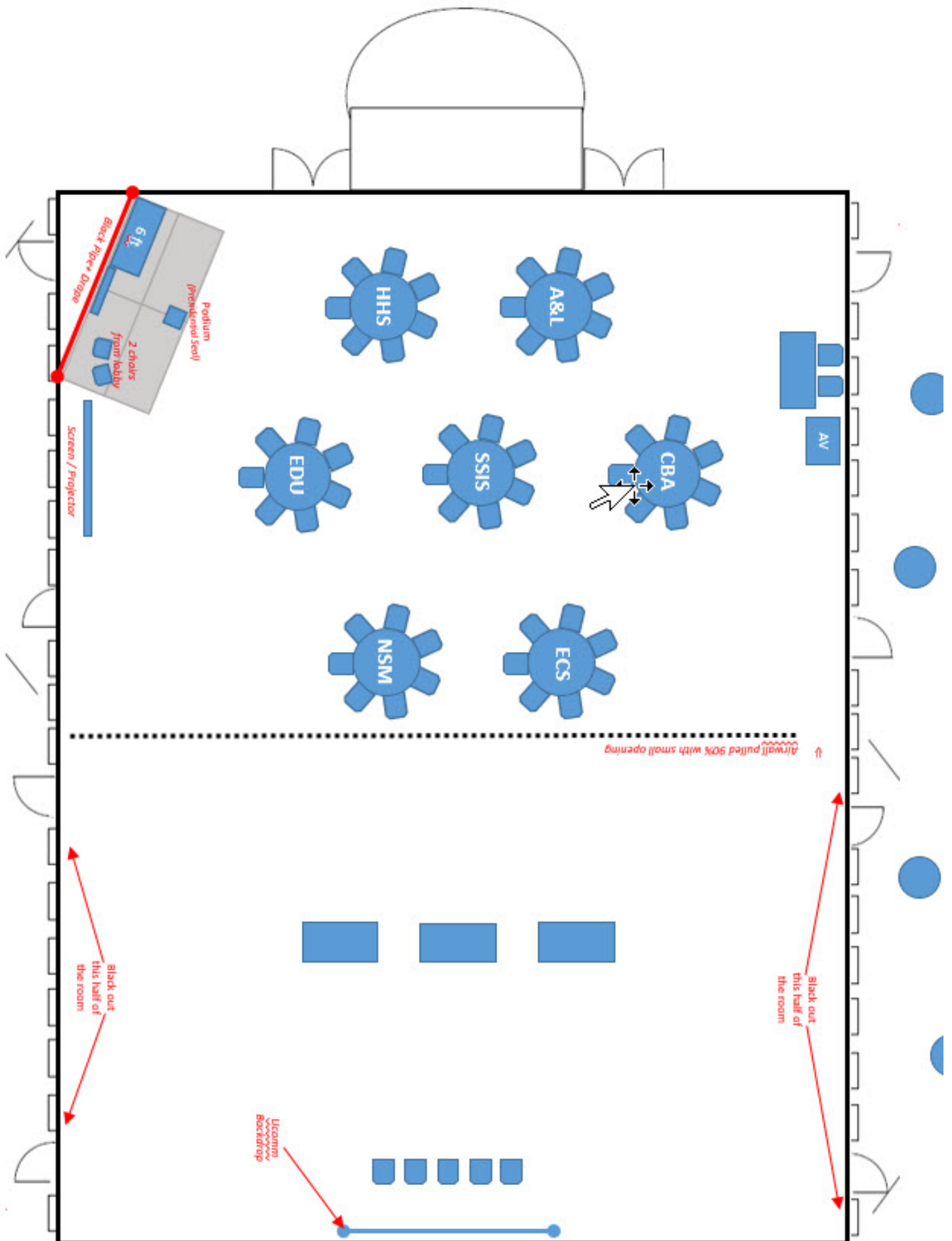
A great resource to get additional information is the Harper Alumni Center's "Exhibit A" document. It has ample information on what to expect when renting the venue, regarding parking, decorations, outside caterers, etc.

Exhibit A Document: <https://tinyurl.com/hac-exhibit-a>

SAMPLE DIAGRAMS

Below are some examples of room set-ups at the Alumni Center.





Julia Morgan House

3731 T Street

The Julia Morgan House, an offsite Sacramento State affiliated venue located in the Elmhurst neighborhood of East Sacramento, is a historic masterpiece and one of Sacramento's most architecturally distinguished event venues. It is open for business meetings, conferences and receptions. Operated by University Enterprises Incorporated. Priority is given to Sacramento State events.



CONTACT

Epicure, UEI

(916) 278-6786

catering@csus.edu

www.juliamorganhouse.com



FAST FACTS

- The Julia Morgan House is 6,000 square feet, and built in the Mediterranean Revival Style.
- It was designed by world renowned architect Julia Morgan, and completed building in 1924.
- Renovations were completed in 2000.

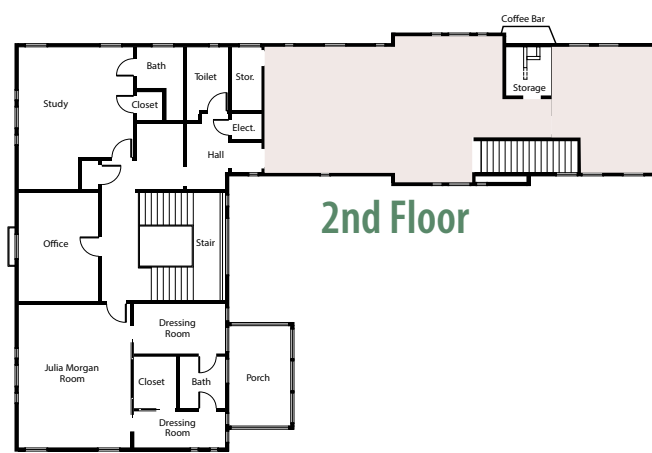
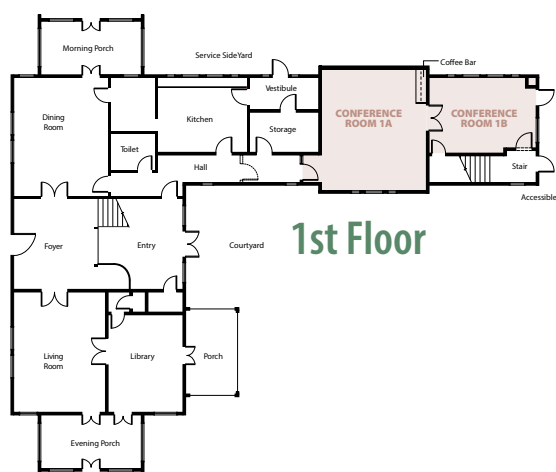


CAPACITIES

The Julia Morgan House has various spaces available to rent. The capacities for the conference rooms, as well as the floor plans for the entire house are available in this section.

Please note there are additional spaces, including the gardens and outdoor spaces not included in this section, and available upon request.

CONFERENCE ROOMS	CONF.	PODS	CLASS-ROOM	THEATER
1A	12	16	--	--
1B	10	--	--	--
2A	20	--	20	40
2B	10	--	--	--



Please refer to the JMH website for most up-to-date information on room capacities and COVID-guidelines.

FOOD & BEVERAGE

Catering service is available through Epicure Catering at Sacramento State, the exclusive caterer for the Julia Morgan House. Epicure is committed to serving delicious cuisine and providing excellent service to create a memorable culinary experience for you and your guests. From a casual get-together to a large formal affair, they will manage every detail. Their chefs and professional staff will deliver beautifully presented, fresh, healthy food, selected from their menus or from a custom menu crafted just for you.

Visit the Epicure website for more information: www.dining.csus.edu/epicure-catering-at-sacramento-state/

ADDITIONAL INFO

Existing furniture in the Julia Morgan House conference rooms is provided with all room rentals. Additional costs may include:

- Furniture Moving or Removal
- Furniture Rentals (for outdoor events)
- Catering
- Linen

Space Management

6000 J STREET

Space Management is delegated the authority and responsibility to govern space use on State-owned campus space. Space Management strives to be a professional, customer-focused, responsive and effective provider of space management services in a cooperative framework to best serve Sacramento State's mission and strategic priorities.



CONTACT

Space Management
(916) 278-6507
spacemgt@csus.edu
www.tinyurl.com/sacstate-sm



FAST FACTS

- All classroom space on campus is operated by SM.
- SM also operates all outdoor space, except the challenge center (UEI).





CAPACITIES

Classroom space capacities and room layouts can be found at www.tinyurl.com/sacstate-sm-layouts.

Outdoor spaces do not have pre-set capacities, but all confirmed outdoor events should submit a request for a fire-marshal permit.

Please refer to the Space Management website for most up-to-date information on room capacities and COVID-guidelines.



FOOD & BEVERAGE

Catering, meals, and potlucks are not permitted in University lecture classrooms. Only light refreshments (such as water, coffee, tea, cookies, and donuts) are allowed. Food is limited to light refreshments to maintain the cleanliness and condition of classrooms to support their primary function, of educational spaces. Users assume responsibility for cleaning up the classroom promptly after its use.

Outdoor spaces may have catering, but must use the exclusive campus caterer, Epicure, or another UEI on-campus vendor such as Round Table Pizza, Subway, or other similar vendors. Visit the Epicure website for more information: www.dining.csus.edu/epicure-catering-at-sacramento-state/



ADDITIONAL INFO

Event scheduling timelines are the same every year. For best facilities selection and priority scheduling each year, note the following priority deadlines for submitting space request forms for use of University facilities.

- February 1st for all Summer requests
- June 1st for all Fall requests
- October 1st for all Winter and Spring requests

Space request forms, terms and conditions, and other important information can be found at www.tinyurl.com/sacstate-sm-eventsched.

For additional information, please review the Space Management FAQ Page at www.tinyurl.com/sacstate-sm-faq.

The Sacramento State Aquatic Center is a regional boating instruction safety center, but offers facility reservations for meeting rooms as well as a beach area. Meeting spaces are located upstairs and are the perfect place to host meetings, trainings and parties. The beach area is the perfect venue to staff retreats, picnics, and more. Tables, tents, power outlets and volleyball court allow for a fantastic day. The Founders Grove picnic area has 10 picnic tables shaded by a grove of redwood trees with an adjacent basketball court and grassy knoll. Founders Grove is positioned so that it overlooks the main rental docks of the Aquatic Center.



CONTACT

Sacramento State Aquatic Center
(916) 278-2842
aquaticcenter@csus.edu
www.sacstateaquaticcenter.com



FAST FACTS

- Multiple room configurations.
- Room rentals include projector, screen, TV's, and DVD Player.
- Beach area located on Lake Natoma.
- Beach reservations receive discount on equipment rentals.
- Lifeguards included in beach reservations.
- Picnic tables, shade tents, power outlets and volleyball courts available.

Aquatic Center

1901 HAZEL AVE.





CAPACITIES & RATES

SPACE	CAPACITY	RENTAL RATE (PER HOUR)
1 Classroom	25	\$25.00
2 Classrooms	50	\$50.00
All Classrooms & Deck	110	\$120.00
Deck	50	\$50.00
Beach	150	

** \$50 an hour overtime charges will be applied to any events that extend past the Aquatic Center's hours of operation.*

** All reservations require a 50% deposit to confirm booking*

** Rates are subject to change. Visit www.sacstateaquaticcenter.com/ for current rates.*



FOOD & BEVERAGE

Outside food may be brought into the facility. Alcohol is not permitted during business hours. Outside catering companies must be pre-approved by the Aquatic Center, and must have a mobile food facility permit through Sacramento County.

The BBQ Area is provided for beach reservations. Barbeque supplies must be provided by the renters.

University Union

6000 J STREET

The University Union's Event Services team takes pride in offering customers superior service and creative solutions to assist in planning your next successful event. Our facility has over 40,000 square feet of dedicated conference and meeting space. With the 14,000+ square foot University Ballroom, the 180 seat Hinde Auditorium and up to 25 breakout rooms, there is ample room for a variety of meetings, conferences and special events.



CONTACT

Event Services Front Desk

(916) 278-6743

Events.Union@csus.edu

[www.theuniversityunion.com/
event-services](http://www.theuniversityunion.com/event-services)

Scott Palmer

Reservations Manager

(916) 278-2659

Scott.Palmer@csus.edu



FAST FACTS

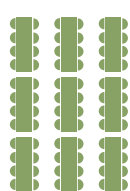
- Dedicated Staff to help with day of the event needs.
- 40,000+ sq. ft. dedicated to conference space.
- 14,000+ sq. ft. Ballroom.
- 180 seat auditorium.
- 25 breakout rooms.



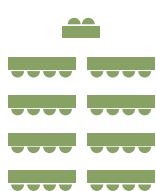
CAPACITIES

ROOM SETUP STYLE AND CAPACITIES

Please Note: Room capacity will be affected by equipment and room configuration.



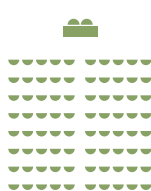
Banquet



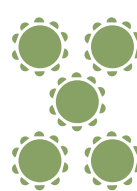
Classroom



Conference



Lecture



Round Tables
(Linens Needed)



U-Shaped

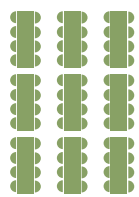


Reception

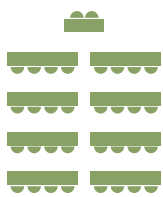
ROOMS	DIMENSIONS	BANQUET	CLASSROOM (30"/18" tables)	CONFERENCE	LECTURE	ROUND TABLES	U-SHAPED	RECEPTION
FIRST FLOOR								
Hinde Auditorium	38' x 42' Stage: 24w x 12d	—	—	—	180	—	—	—
Ballroom	150' x 97'	1,150	700	—	1,520	900	—	2018
• Ballroom I	60' x 97'	420	250	—	530	280	—	808
• Ballroom II	46' x 97'	320	200	—	430	240	—	605
• Ballroom III	44' x 97'	320	200	—	430	240	—	605
• Ballroom I + II	106' x 97'	740	450	—	985	540	—	1,413
• Ballroom II + III	90' x 97'	640	400	—	826	420	—	1,210
Redwood Room	72' x 47'	240	150	—	300	180	—	470
Lobby Suite	42' x 20'	40	24	26	45	30	22	48
• Cypress Room	18' x 20'	16	12	16	20	—	12	24
• Sequoia Room	24' x 20'	16	12	16	20	—	12	24
SECOND FLOOR								
Forest Suite	49' x 29'	96	48/64	40	116	70	32	125
• Oak Room	24' x 29'	48	24	22	40	30	18	63
• Walnut Room	24' x 29'	48	24	22	40	40	18	62
Orchard Suite	53' x 34'	96	56/64	40	120	80	32	156
• Orchard I	34' x 16'	24	12	26	40	20	22	52
• Orchard II	34' x 16'	22	12	26	35	20	22	52
• Orchard III	34' x 17'	24	12	26	40	20	22	52
• Orchard II + III	34' x 33'	60	32/48	34	72	50	26	104
Cottonwood Suite	83' x 35'	208	132	48	252	120	40	285
• Cottonwood I	22' x 35'	48	32/40	34	56	30	26	80
• Cottonwood II	22' x 35'	48	32/40	34	56	30	26	80
• Cottonwood III	36' x 35'	76	48	40	105	60	32	125
• Cottonwood I+II	44' x 35'	112	48/64	40	146	60	32	160
• Cottonwood II+III	58' x 35'	120	64/88	48	192	80	40	192



EVENT SERVICES | THE UNIVERSITY UNION AT SACRAMENTO STATE | 6000 J STREET | SACRAMENTO, CA | 95819-6017
P: (916) 278-6743 | **F:** (916) 278-7503 | **E:** EVENTS.UNION@CSUS.EDU | **W:** THEUNIVERSITYUNION.COM/EVENT-SERVICES



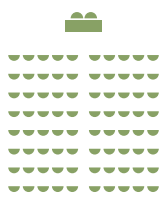
Banquet



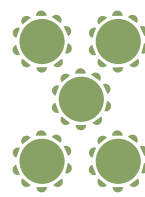
Classroom



Conference



Lecture



Round Tables
(Linens Needed)



U-Shaped



Reception

ROOMS	DIMENSIONS	BANQUET	CLASSROOM (30"/18" tables)	CONFERENCE	LECTURE	ROUND TABLES	U-SHAPED	RECEPTION
THIRD FLOOR								
Foothill Suite	53' x 32'	96	56/64	40	120	80	32	150
• Auburn Room	26' x 32'	48	32/40	34	54	40	26	75
• Folsom Room	26' x 32'	48	32/40	34	54	40	26	75
Capital Room	38' x 18'	—	—	28	—	—	—	—
Valley Suite	42' x 26'	CASUAL SEATING FOR 40						100
• Miwok Room	21' x 26'	CASUAL SEATING FOR 20						53
• Maidu Room	20' x 26'	CASUAL SEATING FOR 20						47
California Suite	34' x 27'	60	32/40	34	70	40	26	80
• Coastal Room	27' x 16'	24	12/16	20	25	—	16	40
• Mountain Room	27' x 17'	24	12/16	20	25	—	16	40
Summit Room	34' x 27'	60	32/40	34	65	40	26	80
Canyon Room	—	—	—	14	—	—	—	—
Delta Room	—	—	—	8	—	—	—	—
Pacific Suite	83' x 35'	208	132	48	252	120	40	285
• Pacific I	22' x 35'	48	32/40	34	56	30	26	80
• Pacific II	22' x 35'	48	32/40	34	56	30	26	80
• Pacific III	36' x 35'	76	48	40	105	60	32	125
• Pacific I + II	44' x 35'	112	48/64	40	146	60	32	160
• Pacific II + III	58' x 35'	120	64/88	48	192	80	40	192
Green & Gold Room	49' x 26'	78	48/64	48	110	70	40	—

Please refer to the Union website for most up-to-date information on room capacities and COVID-guidelines.



FOOD & BEVERAGE

Epicure Catering at Sacramento State is pleased to offer you a variety of fresh, healthy foods prepared by the chef at Epicure Restaurant at Sacramento State. Their professional, experienced staff will arrange your next breakfast, coffee break, luncheon, or special event from an array of menu options. Catering for your event may also be ordered through some of our campus food vendors, please see Event Services for Options.

Visit the Epicure website for more information: www.dining.csus.edu/epicure-catering-at-sacramento-state/.



ADDITIONAL INFO

The University Union Event Services staff can provide a wide-range of audio-visual and auxiliary equipment, as well as additional furniture, for your event. Below is a list of our offerings. Please note: For events sponsored by or involving off-campus organizations, additional fees will apply for most audio-visual equipment.

AUDIO VISUAL EQUIPMENT

- 5-6-Channel mixers
- CD player
- Extension Cords
- LCD Video Projectors
- Wired Microphones
- Wireless Microphones
- Microphone stands
- Table Microphones
- Portable LCD Monitors
- Outdoor Lectern with speaker
- Projection Screens
- Camera and microphone packages
- 24 channel mixer with speakers (requires technician)
- Spotlights (requires technician)
- DVD/Blu-ray Player

FURNITURE & AUXILIARY EQUIPMENT

- Chairs
- Tables
- Staging
- Coat racks
- Dance floor
- Pipe & Drape
- Room Dividers
- Easels with pads
- Tripod Easels
- Flags – CA and US
- Floor Lecterns with microphone
- Table top lecterns
- Upright Piano
- Stanchions
- Whiteboard/bulletin board

Sac State Downtown

304 S STREET

The Sacramento State Downtown (DTN) three-story building on S Street, is comprised of offices, event/training rooms, classrooms, and conference rooms, available to building occupants and campus and community partners who wish to request use of the downtown facilities.



CONTACT

Public Affairs & Advocacy Downtown

(916) 278-4303

downtownevents@csus.edu

[www.tinyurl.com/sacstate-](http://www.tinyurl.com/sacstate-downtown-events)

[downtown-events](http://www.tinyurl.com/sacstate-downtown-events)



FAST FACTS

- Hours of operation are from M - F, 8 a.m. - 10 p.m.
- Weekends are available upon request, with additional charges.
- Built in audio visual equipment is included in room reservations.





CAPACITIES

SPACE	CAPACITY
Event/Training Space (104 & 105)	104
Conference Room 212	8
Conference Room 214	14
Conference Room 315	28

Please refer to the Sac State Downtown website for most up-to-date information on room capacities and COVID-guidelines.



FOOD & BEVERAGE

Catering service is available through Epicure Catering at Sacramento State, the exclusive caterer for Sac State Downtown. Epicure is committed to serving delicious cuisine and providing excellent service to create a memorable culinary experience for you and your guests. From a casual get-together to a large formal affair, they will manage every detail. Their chefs and professional staff will deliver beautifully presented, fresh, healthy food, selected from their menus or from a custom menu crafted just for you.

Visit the Epicure website for more information: www.dining.csus.edu/epicure-catering-at-sacramento-state/



ADDITIONAL INFO

PARKING & TRANSPORTATION

Only valid Sacramento State parking permits are honored in the 304 S Street parking lot, and space is limited. There is additional short and long-term metered parking available nearby as well. For more details go to www.csus.edu/parking-transportation/parking/parking-sac-state-downtown.html.

SUBMITTING RESERVATION REQUESTS

Requests can be submitted at www.csus.co1.qualtrics.com/jfe/form/SV_4ZQFoE57XxOM3Vr.

Facilities Information & Reservation Guide: <https://tinyurl.com/ssdtm-resguide>

The WELL is a part of Union WELL Inc. which is a proud member of the Sacramento State Division of Student Affairs. The venue was carefully designed to maximize natural light, and offers the latest technology and presentation equipment including a spectacular view of Hornet Stadium. The WELL Event Services team is ready to help you with your next event. With multiple conference rooms and configurations available for rental, The WELL is the perfect venue for campus coordinators' next meeting or special event.



CONTACT

WELL Event Services

reservations@thewellatsacstate.com

www.thewellatsacstate.com



FAST FACTS

- Room sizes ranging from 500 square feet to 1,700 square feet.
- Built in audio visual equipment is included in room reservations.
- Balcony with a spectacular view of Hornet Stadium.
- Variety of furniture and room layouts to fit your needs.
- Gold LEED certified building.

The Well

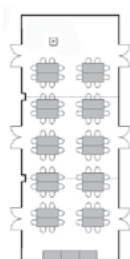
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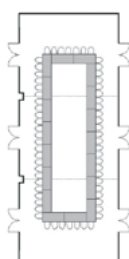


CAPACITIES

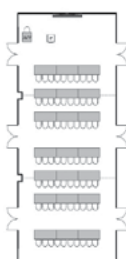
LAYOUT	SHORELINE	ASPEN	MEADOW	VINEYARD	ASPEN/ MEADOW	MEADOW/ VINEYARD	TERRACE SUITE
Banquet	N/A	32	32	32	64	64	80
Classroom	N/A	20	20	20	40	40	70
Conference	16	20	20	20	40	40	62
Lecture	N/A	30	30	30	70	70	100
Reception	N/A	N/A	N/A	N/A	82	82	120
Rounds	N/A	N/A	N/A	N/A	36	36	77
U-Shape	12	15	15	15	30	30	45



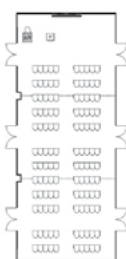
BANQUET



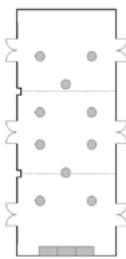
CONFERENCE



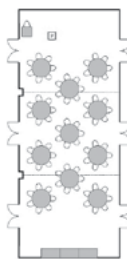
CLASSROOM



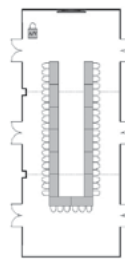
LECTURE



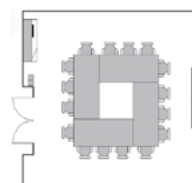
RECEPTION



ROUND



U-SHAPE



SHORELINE



FOOD & BEVERAGE

All catering, food and beverage services for meetings are required to work with an on-campus food provider. The WELL is an alcohol-free facility, and alcohol is strictly prohibited at all times. Epicure Catering, managed by Aramark, is the campus' official catering service provider, and can provide freshly prepared quality meals for all your occasions. To view their current menus, go to tinyurl.com/aramark-epicure.



ADDITIONAL INFO

Scheduling for The WELL occurs one semester in advance based on the following dates:

- March 25th for Summer (June, July, August)
- May 25th for Fall (September, October, November, December)
- October 25th for Spring (January, February, March, April & May)

*Reservation requests will begin to be accepted on the dates noted above. Processing of requests will begin on the date listed or the next business day should the date fall on the weekend or holiday. Visit www.thewellatsacstate.com for additional information.



UNIVERSITY EVENTS

www.csus.edu/president/university-events
events@csus.edu

SACRAMENTO STATE EVENT PLANNERS WORKGROUP (SSEP)

www.tinyurl.com/ssep-teams

