

# EVENTS & CONFERENCE SERVICES

Turning memorable experiences into lasting connections!



## STUDENT SUCCESS

*College Specific Events  
Campus Department Events  
Academic/Recognition Events  
Networking Events*



## STUDENT LIFE

*SLIC Events  
Fraternity/Sorority Events  
Community Service  
Student Center Events*



## EXTERNAL EVENTS

*Community Events  
Civic Engagement  
Conferences/Workshops  
Festivals*

# Meet the Team



**Caitlin Decker**  
Senior Event Planner



**Destiny Boyer**  
Event Planner



**Liz Alvarado**  
Event Planner



**Zayla Paschall**  
Event Coordinator



**Mecca Danishwar**  
Event Planner



**Angelica Lopez**  
Student Lead



# Access 25Live Website

For complete access to all 25Live features (searches, sending e-mail, editing your reservations) login to the 25Live Website. Student Organizations will login with their organization's credentials as provided by the [Student Leadership and Involvement Center](#). Training is required prior to access. Visit the [25Live training calendar](#) to register for a training session and view the [Student Organization handbook](#) for more detailed event information.

## Introductory 25LIVE Training Fall 2023

Location: Zoom Meeting - Virtual Location

### Dates

- ~~📅 Thu, September 14, 2023, 10 a.m.~~
- 📅 Thu, October 12, 2023, 10 a.m.
- 📅 Thu, November 9, 2023, 10 a.m.
- 📅 Thu, December 14, 2023, 10 a.m.

**NEXT UPCOMING  
MEETING**



- 📅 Thu, September 28, 2023, 10 a.m.
- 📅 Thu, October 26, 2023, 10 a.m.
- 📅 Thu, November 30, 2023, 10 a.m.

# Event Planning Guide

Do you have an idea for an event? Great! This quick guide will explain the process for planning an event at CSUSM. Be sure to refer to the Event and Conference Services website and [Student Organization handbook](#) for specific campus [policies and procedures](#) pertaining to hosting an event on campus, accessing 25Live and all event related questions.



## Schedule Your Event

Log in to 25Live with your organization's credentials to request event space, host a virtual event, and promote your event on various campus calendars. An event confirmation will be sent to you within 3 business days confirming your space via e-mail.

**\*Academic locations may not be requested until the 4th Monday of each semester.**



## Event Coordination

You will be assigned an Event Planner to coordinate all aspects of your 'Full Service Event' including but not limited to; event set up, equipment rentals, catering, audio/visual support, alcohol approval process and parking.

**\*Pricing for services will be communicated throughout the event planning process.**



## Event Billing

A CSUSM campus invoice will be created and sent to your organization immediately following your event. Your organization will be responsible for filling out the Expense Request Form and providing the appropriate signatures to have your invoice paid. If your organization has an off campus bank account, your bill may be paid directly to the campus cashier located in Cougar Central.

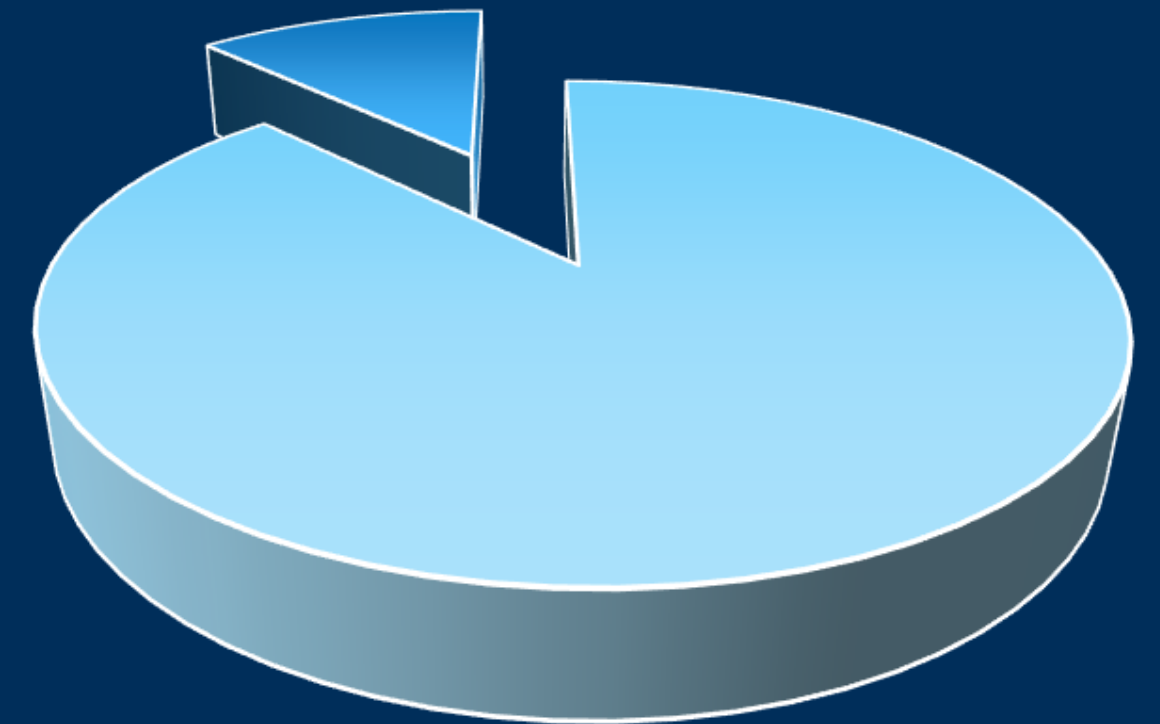


# EVENT SCHEDULING

Event Request	Scheduling Window
Student Organization	14 Months – 3 Weeks Prior to Event Date
Campus College/Department	13 Months – 3 Weeks Prior to Event Date
External Client	12 Months – 8 Weeks Prior to Event Date

\*Minimum submission deadline for full-service event and/or location is 3-weeks prior to event date, 8-weeks for events that include alcohol or vendors.

**11,188 Reservations**  
**1,550 Full-Service Events**



**Full Service vs Self Service**

Deadline	Description
August 1 <sup>st</sup>	Deadline for all campus colleges/departments to receive priority consideration for their Fall Semester events.
October 1 <sup>st</sup>	Deadline for all Student Organizations to receive priority consideration for their Fall Semester events. (Approximately 1 Month After SOLC Conference)
December 1 <sup>st</sup>	Deadline for all campus colleges/departments to receive priority consideration for their Spring Semester event.
March 1 <sup>st</sup>	Deadline for all Student Organizations to receive priority consideration for their Spring Semester events. (Approximately 1 Month After SOLC Conference)

# TIPS + REMINDERS

## ★ 25Live Access

★ If you haven't already - join a 25Live session

## ★ Schedule Early

★ You can request **14 months** in advance!!

## ★ First 3-Week Rule

★ This ends Monday (9/18). Put in your academic spaces request starting Monday!





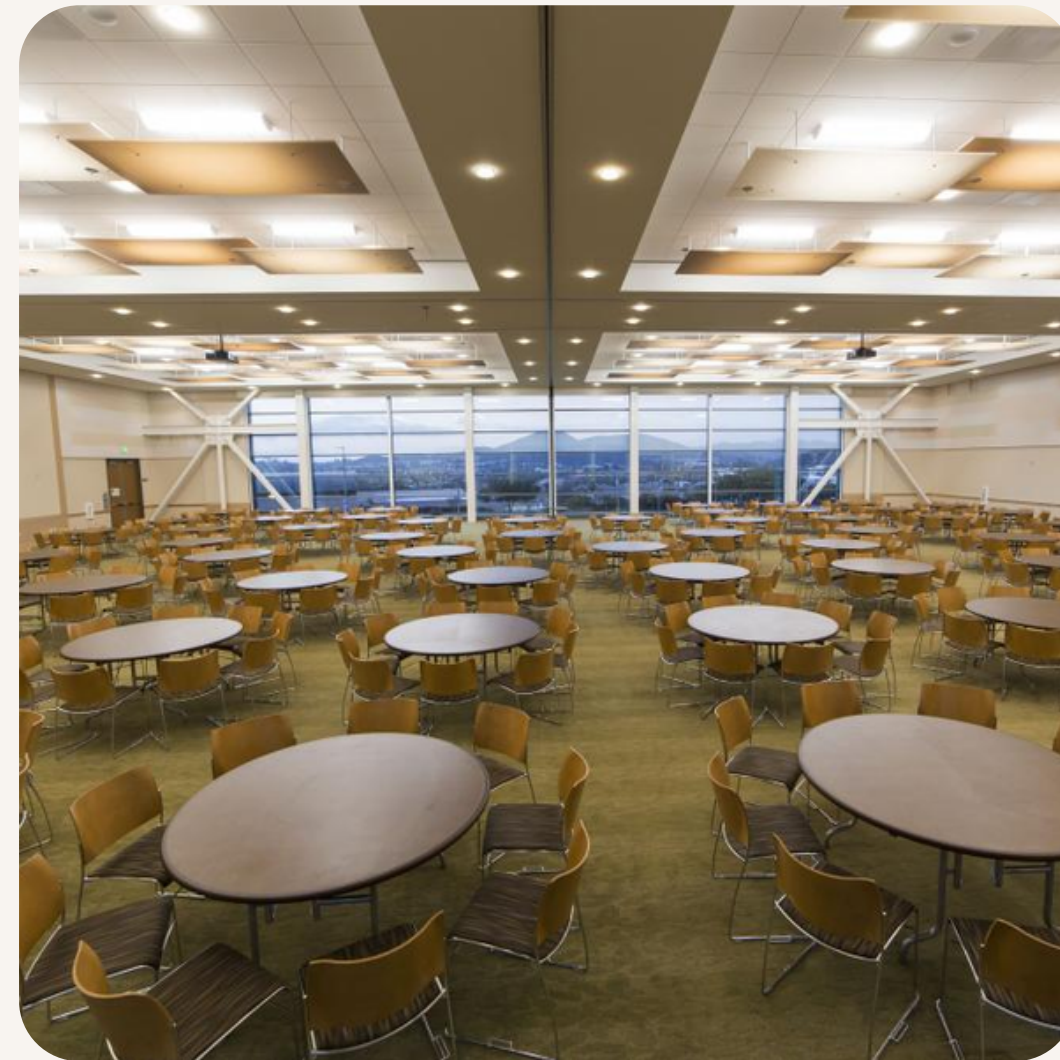


# Event Spaces

## Cost Friendly







Single Meeting Room (2310A or B)	\$0
Double Meeting Room (2310 AB)	\$0
Single Ballroom Section A, B, C or D	\$0
Half Ballroom	\$0
Full Ballroom ABCD	\$0
+Standard ballroom set-up fee (1 section)	\$50
Standard half ballroom set-up fee	\$120
Standard full ballroom set-up fee	\$180
Rooftop Patio (as-is or +standard use)	\$0
Rooftop Patio set up fee	\$25
1st Floor Patio (as-is or standard use)	\$0
1st Floor Patio set-up fee	\$25
Campus Way Circle Tabling (standard)	\$0
Campus Way Circle Event	\$120
Forum Plaza 3 Pavers (as-is or standard)	\$0
Forum Plaza 3 Pavers set-up fee	\$50
Activity Room (including staff)	\$24 / hour
Full Amphitheater (no AV equipment)	\$0
Dining Pavilion (West) (as-is)	\$0
Coffee Pavilion (East) (as-is)	\$0
Commercial filming / video	Requires Pre-Approval
Extended Hour Charges	\$55 / hour
Extended Hour Charges (Summer Only)	\$220 / day 1 - 4 hours = \$120



# CSUSM MCMAHAN HOUSE



## Full Complex

\$750 / day (up to 12 hours)  
1 - 4 hours = \$500  
\$50/hour extended hours

## Great Room

\$350 / day (up to 12 hours)  
1 - 4 hours = \$175  
\$50/hour extended hours

## Courtyard

\$350 / day (up to 12 hours)  
1 - 4 hours = \$175  
\$50/hour extended hours

## Library

\$180 / day (up to 12 hours)  
1 - 4 hours = \$90  
\$50/hour extended hours

## Retreat

\$180 / day (up to 12 hours)  
1 - 4 hours = \$90  
\$50/hour extended hours

## Tower

\$180 / day (up to 12 hours)  
1 - 4 hours = \$90  
\$50/hour extended hours





**THANK YOU!**

# **QUESTIONS?**

**CONTACT US**



**760-750-8800**



**events@csusm.edu**



California State University  
SAN MARCOS

**EVENT AND  
CONFERENCE SERVICES**