



Event Planning @ CSUSM

Presented by Event and Conference Services (ECS)

Joel Agg | Tina Querido
University Commons 201

Event & Conference Services (ECS)

➤ University Events & Alumni Engagement

University Commons 201

(760)750-8800

<http://www.csusm.edu/events>

Events@csusm.edu | EventAssistant@csusm.edu

Access 25Live Website

For complete access to your account and all 25Live features (searches, sending e-mail, editing your reservations) login to the 25Live Website. Training is required prior to access. Visit the [25Live training page](#) for more information.

25Live Full Access

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 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.



Caitlin Decker, CMP
Senior Event Planner



Liz Alvarado
Event Planner



Destiny Boyer
Event Planner



Mecca Danishwar
Event Planner

NEW Event Scheduling Timeline

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



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.

25Live Across Campus



- ▶ Academic Scheduling
- ▶ Event and Conference Services
- ▶ Campus Calendars, CSUSM App & Announcements AKA "*This Week at CSUSM*"
- ▶ Space Utilization
- ▶ UPD & Emergency Management

Event Related Information

- ▶ ECS Website <https://www.csusm.edu/events/>
 - ▶ Policies
 - ▶ Campus Department, Student & External Client Event Information
 - ▶ 25Live Support & Training Calendar
- ▶ USU Website <https://www.csusm.edu/usu/>
 - ▶ Reservation & Space Information



THE

CSUSM Student

Organization Handbook

(pages 19-31)

25Live Reservation Process

- 1) Submit Reservation Request for Space
- 2) ECS Review (approve/deny/questions)
- 3) Email Sent from 25Live*
- 4) Post-Scheduling Items
 - ▶ **EDIT** the Title, Description (add hyperlinks) or Image
 - ▶ Work with your assigned Event Planner or Coordinator



Does your
event need
anything?

AV
Technology

Chairs

Tables

Linen

Set-up/
Delivery



Podium

Parking

Food Truck
& Catering

Electrical
outlets

Pop-up Tent
(sandbags)

Live Demo

Tips & Tricks

25Live REMINDERS AND TIPS

Submission Deadlines

- Meeting Only – A minimum of 3 business days prior to event.
- Campus Self Service Events – A minimum of 3 weeks prior to event date.
- Campus Full Service Events – A minimum of 8 weeks prior to event date for events with alcohol or outside vendors (minimum of 3 weeks if no alcohol or outside vendors)

FIRST 3 WEEKS RULE:

Academic Spaces cannot be requested until the fourth Monday of any semester, unless they occur during
U-Hour (12:00pm – 12:50pm)
Spring 2023: February 13th
Fall 2023: September 18th

SUNDAY MEETINGS:

Campus is CLOSED on Sundays

We have allowed student meetings on Sundays, but for energy efficiency and safety, the preferred location is the Markstein Hall followed by ACD 102, COM 206 & SCI2 242 & VEP 5101
(The USU is open on Sundays, 5-10pm)

EMAIL:

Make sure that you have access to your Student Org's Generic Email address. We only have ONE email address associated with your account. Including a contact person's phone number in the STUDENT CONTACT field or EVENT NOTES field is highly recommended (same contact info that is on your officer agreement form). You can contact our office to verify the email we have on file.

USU SPACES:

Event reservations requesting USU indoor spaces are required to be submitted with the **Campus Full Service** event type. In general, any location that has a rental fee is required to be submitted as **Campus Full Service**.

MULTIPLE DATES:

Group Reservations by **MONTH**

Reservations grouped by the semester are allowed **ONLY** if there are no rental fees or billing involved. Your safest bet is to separate reservations by the **MONTH**.

EVENT NAME & TITLE:

Use your organization's name or acronym in the Event Name/Title.

For Example:

AXO Spring Mixer or MEChA Fall 2000

*Include a Title if you are publishing your event to a calendar.



Questions?

Contact Us

- Email: Events@csusm.edu
EventAssistant@csusm.edu
- Phone: [\(760\)750-8800](tel:(760)750-8800)