

Event Planning Checklist

Determine Event date.

Reserve Event space. Event space is scarce on campus.

- [Home / EMS \(csudh.edu\)](http://Home / EMS (csudh.edu))

Budget. How much can you spend?

Your Event Name					
Your Event Date					
ITEM		BUDGET	ACTUAL	PO #	COMMENTS
Expenses	Vendor				
Catering					
Boxed Lunches (80)	Subway (80)	\$ 1,000.00			
Catering					
	Aramark	\$ 1,000.00	\$ -		
Event Production					
Sounds for Livestream	SP Entertainment	\$ 1,600.00			
Logistics					
Work Order	CSUDH Facilities	\$ 500.00			
CSUDH TOTAL		\$ 2,100.00	\$ -		
Total Expenses		\$ 3,100.00	\$ -		
Chartfield: ##					

Catering. h ahead of time. (Do NOT forget to order linens.)

- <https://csudh.catertrax.com/menuGrid.asp?mode=p&a=1&cg=6&c=49&intCusto merID=>

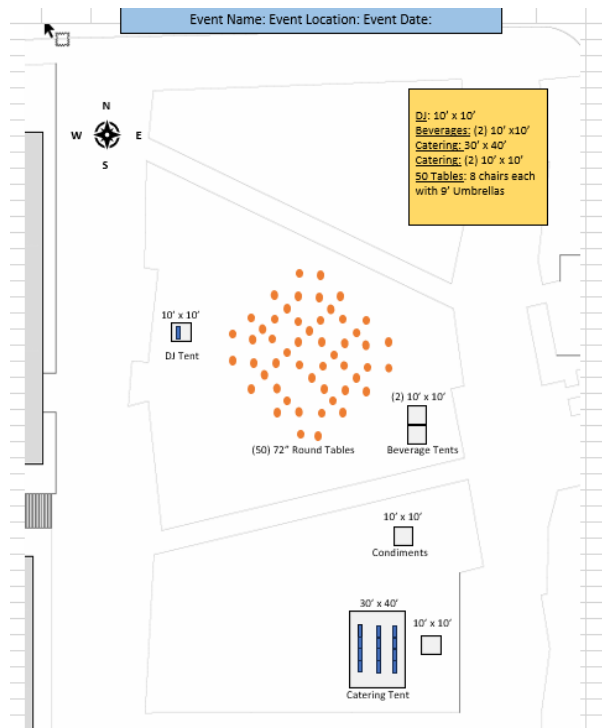
Secure external vendors if needed. Must be approved by Procurement.

- Tables, tents, decor, balloons, sound system, etc.
- <https://www.csudh.edu/procurement-contracts/vendors/>

Contact facilities with detailed work order.

- Tables, chairs, canopies, sandbags, trashcans, sprinklers, power, etc.
- Submit work order request through the CSUDH portal with attachments of excel work order and diagram of event space/location.
- <https://dhfs.csudh.edu/members/>

Your Event Name							
Your Event Date							
QTY	ITEMS	LOCATION	DESCRIPTION	DELIVERY DATE	DELIVERY TIME	PICK-UP DATE	PICK-UP TIME
1	Sprinklers	North Lawn	Turn off	09/20/23	8:00AM	09/22/23	4:00PM
1	Water Access w/hose	North Lawn	Vendor will need access to water to fill water barrels for 30' x 40' tent	09/20/22	8:00 AM	9/22/2023	4:00 PM
1	Podium (lrg)	University Theatre	Main stage	09/20/23	8:00AM	09/21/23	2:00 PM
1	Table	University Theatre	KDHR	09/20/23	8:00AM	9/21/2023	2:00PM
2	Chairs	University Theatre	KDHR	09/20/23	8:00AM	9/21/2023	2:00PM
8	Trash cans/bags	North Lawn	Place around perimeter	09/21/23	8:00AM	09/21/23	2:00 PM
8	Recyle cans	North Lawn	Place around perimeter	09/21/23	8:00AM	09/21/23	2:00 PM
8	Compost cans with bags	North Lawn	Place around perimeter	09/21/23	8:00AM	09/21/23	2:00 PM
1	EZUP w/sandbags	North Lawn	Place per diagram - DJ	09/21/23	8:00AM	09/21/23	2:00 PM
2	EZUP w/sandbags	North Lawn	Place per diagram - Drink Station	09/21/23	8:00AM	09/21/23	2:00 PM
2	EZUP w/sandbags	North Lawn	Place per diagram- Condiments	09/21/23	8:00AM	09/21/23	2:00 PM
1	EZUP w/sandbags	North Lawn	Place per diagram - Catering	09/21/23	8:00AM	09/21/23	2:00 PM
2	Access to power	North Lawn	DJ Area and catering tent need power	09/21/23	8:00AM	09/21/23	2:00 PM
2	Extension cords	North Lawn	DJ Area and catering tent need power	09/21/23	8:00AM	09/21/23	2:00 PM
1	Clean up	North Lawn	Trash pick up and removal after event	09/21/23	1:00 PM		
EVENT CONTACT							
Name:							
Ext:							
Cell:							



- A fire marshal permit is required if the event is outside, includes tents or open flames, has a stage, if seating with more than 200 chairs.
 - Sign up for an account at- <https://calfire.govmotus.org/>
- Connect with IT** for audio visual needs. Podium, mic, internet, wi-fi.
 - https://csudh.servicenow.com/it?id=sc_cat_item&catalog=service&sys_id=577d2b606ff85100d70789f1be3ee4f3
- Contact Parking Services** to reserve parking spaces.
 - <https://www.csudh.edu/visit-us/parking/>

