Planning your On-Campus Event

Agenda

- Scheduling
- Conference & Event Planning
- Administrative Compliance Services
- Facilities
- University Police
- University Catering
- Contracts & Procurement
- Food Safety
- Risk Management
What Type of Event Am I Hosting?

- **Internal**
  - Hosted by University department or division
    - Except:
      - Offered in conjunction with an off campus group or organization
      - A fee is charged

  *Direct Scheduler: University Scheduling, in partnership with Dean of Students, Athletics, or ASI*

What Type of Event Am I Hosting?

- **Sponsored or Co-Sponsored**
  - Hosted by University department or division *in partnership* with an off campus entity
    - **Sponsored events** are under the approval of colleges or divisions
    - **Co-Sponsored** events share liability and financial responsibility

  *Direct Scheduler: Conference and Event Planning in partnership with the sponsoring department or division*
What Type of Event Am I Hosting?

- **External or Non-Sponsored**
  - Hosted by an off campus entity
  - Licensed by Conference and Event Planning but in no way sponsored by the university

**Direct Oversight:**
Conference and Event Planning

---

**University Scheduling Office**

- **Internal Cal Poly Events**
  - Events hosted (fully) by a department or division
  - Events hosted by Instructionally Related (IRA) groups
  - Study Sessions, Review Sessions
How to submit an event:

- Office of the Registrar > University Scheduling > Facilities & Event Request Form
  - [http://registrar.calpoly.edu/universityscheduling/request](http://registrar.calpoly.edu/universityscheduling/request)
- Event Reference # (Ex. 2015-ABCDEF)
- 3 day turnaround depending on venue/location
  *After submitting online request form, should receive auto confirmation your event was received

University Event Scheduling
- events@calpoly.edu
- 756-5550

Conference & Event Planning

ONE STOP SHOP!

Cal Poly’s Conference & Event Planning works as a “One Stop Shop” planner providing ease of planning to YOU!

- One contact through which a planner may secure all University services
- One Contract that covers all services the planner will receive from the University
- One Bill (Itemized) for all services provided by the University

Association of Collegiate Conference and Event Directors - International

abc.afd.calpoly.edu
Conference & Event Planning

OVERVIEW OF SERVICES

✓ Coordination of On Campus Housing Accommodations
✓ Campus Facility Coordination and Reservations
✓ Food and Beverage Service Coordination
✓ Complete Registration and Reporting Services
✓ On Site Event Staffing
✓ Budget Development
✓ Financial Reporting
✓ Liability and Insurance
✓ Payroll Services
✓ Bus and Shuttle Service Coordination
✓ Contracts and Procurement
✓ And More!

CONFERENCE & EVENT PLANNING TEAM

- Professional Full-time Staff
  - Director
  - Manager
  - Conference Coordinators
  - Sr. Accounting Analyst
  - Office Coordinator
- Assisting Staff
  - Cal Poly Students
  - Conference Liaisons
  - Desk Staff
  - Accounting
  - RPTA Interns
KEY PARTNERS – University Partners

- University Partners
  - Housing
  - Cal Poly Corporation Business Services Office
  - Campus Dining and Catering
  - University Scheduling
  - ASI
  - Performing Arts Center
  - Facility Services
  - UPD
  - Contracts and Procurement
  - Risk Management

KEY PARTNERS – COMMUNITY AND NATIONAL
Conference & Event Planning

INTERNAL, SPONSORED AND EXTERNAL EVENTS

www.calpolyconferences.org  •  756-7600  •  Conference-eventplanning@calpoly.edu

Administrative Compliance Services

- Campus Event Management Team (CEMT)
  - Purpose:
    - Initial review for large special events
    - Monitors events scheduled across campus
    - Provides policy guidance
  - Team
    - Chairs = Cynthia Vizcaíno Villa & Matthew Roberts
    - 20 members
      - Facilities, UPD, Parking, Risk, ASI, Athletics, ITS, PAC, C&EP, Student Affairs, Public Affairs, University Scheduling
Administrative Compliance Services

- Alcohol Use at Events
  - New CAP 172 = Alcohol use
  - University Host = required on or off campus
  - On Campus = Campus Catering
  - Public or Private? Sale or Service?
- Alcohol Service Request (ASR)
  - Easy Process = eForms

Administrative Compliance Services
acs-afd@calpoly.edu 756-5447

Event Support - Facilities

- How are we involved? We offer...
  - Select Rental Items
    - Supply Rental Form: https://afd.calpoly.edu/facilities/facs/forms/Supply_Rental.xls
    - Set Up & Take Down
    - Event Consultation
  - Infrastructure
    - Electrical, Water, Restrooms, Custodial
  - Code Compliance
    - Fire and Life Safety, Permits, Accessibility

Service Requests can be submitted via Cal Poly Portal
More Info? - Jessica Hunter - x7568 – jhunter@calpoly.edu
Facilities - Code Compliance

- Building Permits
  - https://afd.calpoly.edu/facilities/forms.asp

Facilities - Code Compliance

- Fire and Life Safety - State Fire Marshal
  - Special Event Permit: Indoors
  - Special Event Permit: Outdoors
Facilities - Code Compliance

- Accessibility and the ADA
  - Indoor Events
  - Outdoor Events

Mike Hogan
Construction Inspector
mhogan@calpoly.edu 756-7227

University Police & Parking

- Parking
  - Self service permit (pay station)
  - CSO provide permit at event
    - Attendee purchase
    - Department Chargeback
  - Directional or reserved signage needed?

- Venue: Indoor/Outdoor
University Police & Parking

- Additional safety measures needed?
  - Police Officer, Parking Officer, CSO
  - Traffic Control
  - Open to the public
  - Alcohol service
    - Age of attendees

University Police Department

police@calpoly.edu 756-2218

Planning an Event on Campus Using University Catering
University Catering Best Practices

- How to initiate an event with University Catering
  - Event Inquiry Form- Email Inquiry
  - Phone Call

- Important Information
  - Dates
  - Final Guest Counts
    - Billing/ Payment Info (Hospitality Authorization Form)

University Catering Best Practices

- Special Menu Requests
  - Custom Menus
  - Food Allergens for Events

- Billing Accounts
  - Cash, Credit, and Check
  - State Accounts: UNIV, PH, FD
  - Proper Billing Procedures
University Catering Best Practices

- Logistics
  - Diagrams
  - Parameters/Restrictions at event site
  - Location and available access times
  - Plated events - Seating Charts

- Alcohol Waivers
  - New E-Forms submittal
  - Form located on University Catering website
  - Approval Time

University Catering

cateringsales@calpoly.edu 756-1177

- Events Rentals
  - Capacity, services, vendor info, and pricing
Contracts & Procurement

- Contracts
  - Campus Marketplace
    - Approved Caterers
    - Rental Vendors
      - Tents, Chairs, Tables, Etc.
      - Restrooms
  - Purchase Requisition
    - Required for ANY service on campus
    - Submit prior to event
    - Submit Hospitality form with requisition

Contracts & Procurement
purchasing@calpoly.edu  756-2232

xyz.afd.calpoly.edu  27

Campus Food Safety

- Campus food safety concerns everyone involved in the process from the origin of the food all the way to the consumer eating the product.

- Environmental Health and Safety at Cal Poly conducts food safety audits, plan check inspections on all new or existing facilities.
The website on the Environmental Health and Safety webpage has the campus food policy, food safety training power point and the campus temporary food safety permits.

Links to the *California Retail Food Code* and other food safety documents can be found on the EH&S website under the food safety tab.

Please contact Everette Brooks or all food safety questions and concerns.

**Everette Brooks**  
Assistant Director, Student Clubs and Organizations  
Food Safety  

ebrooks@calpoly.edu  756-7479 or 756-7009
Risk Management

- Risk Analysis
  - Type of event
  - Attendees
    - Number
    - Age
    - Affiliation with campus

- Special Event Insurance

Risk Management
riskmanagement@calpoly.edu 756-6755

Questions?