

Event Check-Off List

Event Information	
Event Name	
Event Date(s)	
Facility Facility (Rain)	
Expected Attendance	
Event Start Time	
Event End Time	
Event Prep Time	
Event Clean Up Time	

Specialty Rooms / Venues

Gym:		
* There is no food or drink allowed in this area * Submit request 4 – 6 weeks prior to event		
Bleachers	Both sides? One side?	17 rows on each side (17 rows = seats approx. 1020)
Tarp	Full? Half? 1/3?	Depends on what type of event
Tables	Quantity?	In Gym & lobby
Chairs	Quantity?	In Gym & lobby
Personnel	Monitor / Staff	A monitor or staff is to be present at all events - Athletics determines the type of personnel Please provide account number (full chart field)

MB 1055:		
* There is no food or drink allowed in this area * Submit request 4 – 6 weeks prior to event		
Tables	Quantity?	
Chairs	Quantity?	
Personnel	Monitor	A monitor is required to be present for all events in this room Please provide account number (full chart field)

VBT 124:		
*There is no food or drink allowed in this area * Submit request 4 – 6 weeks prior to event		
Personnel	Media Technician	Media Technician is required to be present for all events scheduled in this room Please provide account number (full chart field)

Theatre:		
*There is no food or drink allowed in this area * Submit request 4 – 6 weeks prior to event		
Personnel	Technician	Technicians are required to be present for all events scheduled ~ Theatre manager determines how many technicians is needed depending on type of event Please provide account number (full chart field)

Facilities Management

Submit request 4 weeks prior to event

Diagram must be included for set up at least 1 week prior to event

In case of rain Facilities Management will determine if equipment set up will occur.

Equipment:

Tables	Quantity?	
Chairs	Quantity?	
BBQ	Quantity?	
Trash Cans	Quantity?	
Recycling Bins	Quantity?	
Podium	Quantity?	
Flags	US, CA, CSUEB, Colleges	
Stanchion & chains		
Standard & String	Quantity?	2 Standards for every 3 tables

Signage:

Facilities Management (Grounds) no longer provides this services

Posting signs to advertise events

When planning events, please be aware of and familiar with the policy that governs the posting of signs on the CSUEB campuses. Sponsoring departments shall comply with the [CSUEB Posting Policy](#).

Recommended Options

CSUEB departmental personnel who have experience planning events use two primary types of event signage:

- a) A-frames – both wooden and plastic
- b) Small banners or signs on wire frames
- c) Larger banners with appropriate supporting structure.

The CSUEB Procurement office can recommend vendors for the purchasing of signs for CSUEB events.

Audio Visual Request

Submit request 4 weeks prior to event

Information Technology Services

<https://csueastbay.service-now.com/sp>

Food and Beverage Service

Pioneer Catering has exclusive rights to serve and sell food for all special events.
Submit request 4 – 6 weeks prior to event
Pioneer Catering does not provide tables for food display
~ please add tables to your equipment order

Pioneer Catering

<https://csueb.catertrax.com/>

Parking

All guests will need to purchase a parking permit at the current rate or a citation will be issued, unless other arrangements have been made with UPS.

University Parking Services

<http://www.csueastbay.edu/parking/>

Fire Marshall

Submit paperwork 6 weeks prior to event.
Diagram of set up will be needed.

Design & Construction

<http://www.csueastbay.edu/us/files/docs/event-permit.pdf>

University Police

Contact UPD is event's attendance will be over 500

University Police Department

<http://www.csueastbay.edu/upd/>