

The Associated Students Event Advisor Check List shall be completed for all events planned by Associated Students Boards, Commissions, Councils, Sports Clubs, KCR Radio and The Daily Aztec.

STEP 1:

If event is taking place outdoors determine the [EAS Tier](#).

Tier One: EAS Submission required 2 weeks in advance

Activities include: Simple Tabling, Basic Workshops, No Amplified Outdoor Sound, No Food

Tier Two: EAS Submission required 4 weeks in advance

Activities Include: Events with sound, Food

Tier Three: EAS Submission required 8 weeks in advance

Activities Include: Off-campus Speaker, Off Campus Food Vendor

Tier Four: EAS Submission required 4 months in advance

Activities Include: Nationally Recognized Speaker or Performer, Open to General Public

STEP 2:

Reserve Space on Campus

Submit a reservation request if located in the Aztec Student Union.

STEP 3:

Submit an [EAS](#) as under the "For Other Individuals and Groups" category

EAS is only required for Outdoor events.

STEP 4:

Meet with Advisor to discuss event and review all required forms and policies related to event.

STEP 5:

Meet with Union Programs and Services Event Planner, if event is taking place in the Aztec Student Union.

STEP 6:

Receive final approval from Associated Students Advisor.

All A.S. Boards, Commissions and Councils see Veronica Perondi, vperondi@sdsu.edu

A.S. Sports Clubs, see DeJuan Benford, dbenford@sdsu.edu

KCR and The Daily Aztec, see Kurt Kroeber, kjkroeber@sdsu.edu

Event Advisor Check List

Event Information:

Event Date: _____ Start Time: _____ End Time: _____
 Sponsoring Organization: _____ Contact Name: _____
 Contact Phone: _____ Contact Email: _____
 Event Title: _____ Event Description: _____

Venue:

Location/Building: _____ A/V Needed: Yes No
 Room/Area: _____
 Reservation #: _____
 Outdoor Space EAS #: _____

Logistics:

Estimated Attendance: _____ Open to the Public: Yes No
 How is the event being publicized: _____
 Will the event require parking arrangements? Yes No
 Will there be Amplified Outdoor Sound? Yes No
 Is the event potentially controversial? Yes No
 Has the event been publicized off-campus? Yes No
 Is there admission or ticketing? Yes No
 Does the event require security or risk management? Yes No

Food & Beverage:

Will there be food and drinks served? Yes No
 Who is the provider? _____
 What will be provided? _____
 Will alcohol be served? Yes No

Funding:

Is the event a fundraiser: Yes No
 Will there be sales? If yes, what? _____ Yes No
 What is the source of funding? _____
 Is there a co-sponsoring organization? Yes No
 If yes, who? _____

Risk Assessment:

Will there be local transportation needed? Yes No
 Is there other travel involved? Yes No
 Is there physical activity that may require a waiver? Yes No
 Is the event taking place off-campus? Yes No

ADVISOR USE ONLY

- Reservation Agreement
- Copy of Marketing
- EAS # _____
If yes, additional action required*
- Ticket Agreement
If yes, additional action required*
- Catering Waiver & EHS Form
- Catering Waiver & EHS Form
- AARF
- Aztec Shops Approval
- AS Business Office
- AS Business Office
- AS Business Office
- AS Business Office
- AS Business Office
- AS Business Office

Catering Waiver: EHS TFFP: Aztec Shops Sales:
 Facilities: Public Safety: Funding Approval:
 Advisor Approval: _____ Associated Students Approval: _____

*Planning meetings with A.S. Advisor and Union Event Planning staff may be required depending on answers.