

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 Carlos Guillen, [cjguillen@sdsu.edu](mailto:cjguillen@sdsu.edu)

A.S. Sports Clubs, see DeJuan Benford, [dbenford@sdsu.edu](mailto:dbenford@sdsu.edu)

KCR and The Daily Aztec, see Kurt Kroeber, [kjkroeber@sdsu.edu](mailto: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.