

## Event Checklist

Here is a checklist of what to keep in mind when you are planning your events.

<b>EVENT REQUEST FORM</b>	Please fill out the <a href="#">ASUCR Event Request form</a> prior to speaking with the Programs Coordinator about your event. Allow for <b>3 to 5 business day</b> for processing before stopping by the office. This is where you will share your event details/plans.
<b>EVENT NAME, DATE, TIME &amp; LOCATION</b>	What is the name of your event? When will it happen? Where is it taking place? <b>Event spaces can only be booked 3 weeks in advance via EMS.</b>
<b>SET UP &amp; CLEAN UP</b>	When booking locations, make sure to include time for set up and clean up. Make sure to also provide details about your set up and how you would like other departments (HUB scheduling and Facilities services). Providing a drawn out map could be helpful in making the set up easier.
<b>NUMBER OF ATTENDEES</b>	How many people are expected to attend?
<b>AMOUNT REQUIRED</b>	What's the estimated cost for holding this event? Whose budget(s) is this come from? Will you need to go to finance for this? Please provide a detailed budget for your event.
<b>SOUND</b>	Playing music outside? An <a href="#">Amplified sound exception form</a> must be filled out.
<b>FOOD</b>	Complete the <a href="#">Food safety training</a> (good for two years) and food permit (one per event). Hot food requires three approved individuals to serve food while cold food requires two approved individuals to serve food. Food orders must be placed at minimum, <b>two weeks in advance.</b>
<b>FOOD PERMIT</b>	After the food safety training is completed, the individual hosting the event <b>MUST</b> complete a <a href="#">Food permit</a> . If both items are missing EH&S can come by and shut down your event. The food permit must be submitted 7 business days in advance from the date of your event.

## REIMBURSEMENTS

Save all receipts. Receipts must be itemized. ASUCR reimburses via Zelle. Must be purchased by a student to get reimbursed (no parents will be reimbursed). Please allow 2-5 weeks to receive your reimbursement

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\*Please keep in mind that other campus departments (HUB scheduling, CRATE catering, Facilities, etc.) associated with the process of approving your event have the right to cancel or deny requests, if necessary.

## Contact info

For questions/concerns please contact Mayan Gutierrez at [mayan.gutierrez@ucr.edu](mailto:mayan.gutierrez@ucr.edu) or stop by HUB 202.

\*This form was last updated on 08/24/23.