**RSO Event Planning Worksheet**

This template has been created to aid student organizations in preparing to submit event requests. This is only to establish a foundation for the form. Student organizations are encouraged to submit as much information about their events as possible. To be as thorough as possible, and as needed for their respective organizations, RSOs are encouraged to work with their advisor(s) and the Department of Student Life.

**Department of Student Life:**

involve@msu.edu

About the Template:

* All questions below are required or highly suggested questions for RSOs to answer within the event request form.
* For some questions in this template, we will provide more context and information about the questions and why we are asking them.
* Feel free to write in your responses and save this document to help make the event request form easier to complete.
* The more detail you can provide the better. While it takes time to give details, it will assist the process to move forward smoothly and quickly.
* You can only request meeting and event spaces for the Fall 2021 semester at this time.

**Event Details**

Event Title:

*As you consider event titles, be succinct and efficient. Also please consider intent of an event title and what the impact of the title may actually result in.*

Click or tap here to enter text.

Theme:

*You are required to select one (1)*



















Description:

*This description is a foundational marketing description and will be shared in your I@S Calendar Event. Any information you need to share to interested students or attendees should be placed here.*

Click or tap here to enter text.

Additional organizations co-hosting this event:

*The RSO creating the request will be an automatic host of the event. This optional question is to add any additional hosts who have I@S profiles*

Click or tap here to enter text.

**Time and Place**

*You will use the calendar and clock functions to indicate start day and time and end date and time for your event. You will also select an in-person location (optional to add an address and have a map show up in your event) or an online location (Zoom, Skype, etc. address. You will need to add your password to your event description) A few additional notes:*

* *If you have a WEEKLY MEETING or regular meeting that you wish to set, each meeting should be added as an “Additional Date”.*
* *If you have a multiple day event (i.e. a weekend extravaganza or conference), each day should be added as an “Additional Date”.*

**Event Visibility**

Show To:

**

**

**

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Allow Attendance at this Event to be shown on the Involvement Pathway:

*The Involvement Pathway is an internal Involve@State Transcript that will track your participation in any events you attend that are on Involve@State. By selecting this option, it will be added for students to have this on their transcript if they should so choose. Please note that this is NOT connected to My Spartan Story.*

 

Allow Anyone to Self-Report Attendance:

*This will allow individuals who have RSVP’d to go in and report their attendance if they wish.*

 

Event Categories:

*In the I@S Event Calendar, students can search for events by any of these categories. Select as many of these that align with your event.*

[ ]  5K Run/Walk

[ ]  Award Ceremony

[ ]  Awareness

[ ]  Banquet

[ ]  Blood or Bone Marrow Drive

[ ]  Camping on Campus

[ ]  Candlelight Vigil

[ ]  Casino/Las Vegas Night

[ ]  Community Service

[ ]  Concert

[ ]  Conference

[ ]  Cultural Celebration

[ ]  Distribution of Literature

[ ]  Entertainment/Show

[ ]  Fashion Performance

[ ]  Forum: Political Gathering

[ ]  Forum: Speaker (Educational)

[ ]  Fundraiser

[ ]  Induction/Initiation Ceremony

[ ]  Information Table

[ ]  Lecture/Training/Academic

[ ]  March/Demonstration

[ ]  Meeting

[ ]  Movie Night

[ ]  Open House

[ ]  Petition Drive

[ ]  Political Rally

[ ]  Recreational/Athletic

[ ]  Recruitment/Rush

[ ]  Religious Gathering

[ ]  Resource Fair

[ ]  Retreat

[ ]  Social Event/Dance Party

Perks:

*In the I@S Event Calendar, students can search for events by any of these perks. Select as many of these that align with your event.*

[ ]  Free Food

[ ]  Free Stuff

[ ]  Credit

**RSVP Settings**

Who can RSVP:







Limit Number of Available RSVP Spots:

*Select this if you have a limited number of seats/tables/spaces available for your event*

 

Allow Guests:

*Select this if you are allowing attendees a guest(s). You will also be prompted if you would like to limit the number of guests per person.*

 

Organization Representation:

*Select this if you would like to have each attendee “represent” an organization that they are a member of. This is based on the I@S rosters.*

 

**RSVP Questions**

*This is optional. In this section, you can add additional questions for an individual to respond to in their RSVP. This could be anything from accessibility questions, meal options, pre-test for assessment, etc. Similar to Google Doc, you select the type of question you want to ask and then type in the question and answers (if applicable when not a text question)*

**Post Event Feedback**

*Post Event Feedback will allow attendees to anonymously rate and answer questions following an event. They will be notified with a link that expires 72 hours after the notification is sent. Event Evaluation Questions are not required and will not be sent within the notification unless they are added.*

Automatically send Post Event Feedback notification after event: (If this is not selected then you must manually send the feedback notice after the event)

 

**Event Evaluation Questions**

*This is optional. In this section, you can add additional questions for an individual to respond to for feedback. This could be anything from accessibility questions, meal options, post-test for assessment, etc. Similar to Google Doc, you select the type of question you want to ask and then type in the question and answers (if applicable when not a text question)*

**Event Cover Photo**

 *This is optional. If you do not upload one, a generic image will be automatically added.*

 *Guidelines for image files:*

* ***Dimensions:****Image should be 1300px by 780px or larger and horizontal in orientation. All images will be cropped to a 1.67:1 aspect ratio.*
* ***File Type:****JPG, JPEG, GIF, PNG and PDF.*
* ***File Size:****Use a photo that's no larger than 10MB.*
* ***General:****Avoid images that have text or logos.*PDF files will not have a preview and cannot be cropped.

**Event Information**

Where is this event?

*Select the option that best fits your event. Hybrid refers to an event with both an in-person and virtual component.*

 

Who is your audience? Select all that apply

 [ ]  Students

 [ ]  Staff

 [ ]  Faculty

 [ ]  Alumni

 [ ]  General Community

What is the expected number of attendance of your event?

 *By not including an accurate estimated/projected attendance could result in your event*

 *being denied.*

Click or tap here to enter text.

Event Contact Name(s):

 *Please include the full name(s) for individuals planning this event AND who plan to be on site for the event. This information is important in case of last minute location changes or further inquiries regarding the event.*

Click or tap here to enter text.

Event Contact E-mail Address(es):

Click or tap here to enter text.

Event Contact Phone Number(s):

Click or tap here to enter text.

What additional event components will you need? (Some will result in additional fees). Some rooms (Classrooms, lecture halls, etc.) come already provided with your requested amenities as they normally are. This question is for additional pieces beyond that.

 [ ]  Tables

 [ ]  Chairs

 [ ]  Registration Table

 [ ]  Stage (Additional Cost)

 [ ]  Podium (Additional Cost)

 [ ]  Sound (Speakers, Microphone(s), Sound Tech, etc.) (Additional Cost)

 [ ]  Projector and Screen (Additional Cost)

 [ ]  Trash/Recycle Receptacles

 [ ]  Pipe and Drape (Additional Cost)

 [ ]  Dance Floor (Additional Cost)

 [ ]  General for Outside Events (Additional Cost)

 [ ]  Other

If you selected “Other”, please **list** what other equipment you will need for your event.

Click or tap here to enter text.

**Will your event be held outdoors?**

 ***If it is, you are ALSO required to complete an IPF Service Request Form:***

[***https://ipf.msu.edu/***](https://ipf.msu.edu/)

 

If the event is outdoors, are you planning to use amplified sound?

 *For more information on amplified sound, please review the*[*RSO Handbook Outdoor Events Section*](https://studentlife.msu.edu/rso-s/On%20Campus%20Events.html)

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Will food be served at this event?

 *If you select yes, you will be asked to validate that you agree to the terms and conditions of having food at your event. This validation will come at the end of the event request form.*

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If food is being served; what kind of food will be served? Please be specific including style (self-served, buffet, sit-down served), kind (Mediterranean, American, snacks, etc.), and what the items are (sandwiches, chips, fruit, wraps, etc.)

Click or tap here to enter text.

**Please provide caterer's name and/or email a copy of their license to involve@msu.edu, if applicable.**

Click or tap here to enter text.

Will any special features be at your event? Please select all that apply:

 [ ]  Activities (Inflatable, bubble soccer, sumo wrestling, etc.)

 [ ]  Animals

 [ ]  Artist/Guest Speakers (this includes ANY and ALL external individuals)

 [ ]  Special transportation to and/or from the on-campus location

 [ ]  N/A – None of these will be at my event

If any of the above are selected, please provide detailed information on the special features of your event:

Click or tap here to enter text.

If any of the above are selected, please provide information on the vendor(s) you will be working with if applicable.

Click or tap here to enter text.

What is your projected budget for this event?

Click or tap here to enter text.

Does this event produce revenue, are you collecting donations, or are you collecting any sales of $50 or more?

 *If you select yes, you will be asked to validate that you agree to the terms and conditions of generating revenue at your event. This validation will come at the end of the event request form.*

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Please enter your university financial account number (NOT MSUFCU; university accounts look like this: AR100000). If your group does not have one, type N/A.

Click or tap here to enter text.

**Additional comments and details regarding the event that you want Student Life to know. *Information you could include could be: to provide alternate locations if your first choice is not available; if you need multiple rooms for your event, any room set up/layouts, agenda/timeline of the event, details on decorations, etc.

 Please note that the more details you can provide the better we can work with our campus partners on your request and the faster we can review and approve your event.***

 Click or tap here to enter text.

**Location Request**

**Please enter your desired location (answering this will route it to the necessary department automatically) If your event is only virtual please select "Virtual/Online Only" option.**

 ***If you select “other location – not listed” you will be prompted in a later question to***

 ***provide the name or the location.***

Click or tap here to enter text.

**If known, please provide the room number or name your group is requesting**

Click or tap here to enter text.

**Food Terms and Conditions**

*If you have food at your event you will need to confirm the following:*

The Department of Student Life oversees all food and beverage distribution and sales by student groups on campus. This is to ensure adequate health and safety guidelines are followed. Student groups wishing to conduct food and beverage distribution and sales may do so on a limited basis if they follow the guidelines listed below. Please note food and beverage sales must also comply with the REVENUE PRODUCING GUIDELINES.

All groups planning to sell or distribute food and/or beverages must complete an event planning form in advance of the event, as well as this additional form. Please note advance planning for on-campus events is required. On the event planning form, all food and beverages involved with the activity must be specifically listed (snack size Twix bars, bottles of Pepsi, etc.) as well as who is supplying the food and beverages (purchasing at Meijer, donated by ……, Mongolian BBQ, etc.) at the time of submitting the request.

If you supply meals, indicate the supplier/caterer. Residential and Hospitality Services is responsible for approving the food and beverages being distributed or sold at all on-campus activities.

1.) All food and/or beverages must be individually packaged and supplied by an approved supplier or catering company. An approved supplier is a caterer or retail outlet inspected by the County Health Inspector or other licensed agents (this does not include items produced in church kitchens, homes, etc.). To receive a listing of other licensed agents, contact the Administrative Assistant for the Director of Culinary Services at (517) 355-4550.

2.) All catered items must be held in the proper temperature ranges. Cold foods must be held below forty (40) degrees and hot foods must be held above one hundred forty (140) degrees. Most illnesses from temporary events are traced back to lapses in temperature control.

3.) Items such as candy bars and/or bottled beverages are approved, but distribution may only occur if MSU business partners (Starbucks, Sparty’s) are not in the same building. Please consult with the Administrative Assistant for the Director of Culinary Services at (517) 355-4550 to determine what items or locations do not conflict with the contractual agreements MSU has with its business partners.

4.) Leftover food can never be served on campus, other than by a University operated licensed food service facility.

5.) Bake sales are allowed but all items served you must purchase from a licensed food establishment such as Meijer, Quality Dairy or the MSU Bakery (517-353-9315). All bakery items served must either be individually wrapped or held in a closed container and served using utensils or food service gloves. Bake sales are prohibited in any buildings where there is a retail business such as Starbucks or Sparty’s.

6.) Any events serving food and are to be held in a Residence Hall, the Kellogg Center or the Union Building must be coordinated with the Director of Food Services of that facility or the Administrative Assistant for the Director of Food Services. They will either provide the needed service or provide specific direction of whom you can use.

7.) Depending on the type of food service request, the University Sanitarian may need to contact you and provide specific direction on how the food must be handled and distributed. I have read and understand the above guidelines and procedures. My organization’s failure to comply with these guidelines and procedures may lead to the revocation of the distribution and sale permit and may result in the loss of future access to University facilities and services. If the guidelines are not followed and are deemed willful neglect, appropriate student conduct action may take place.

**I have read and understand the above guidelines and procedures. My organization’s failure to comply with these guidelines and procedures may lead to the revocation of the distribution and sale permit and may result in the loss of future access to University facilities and services.**

**Revenue Generating Event Terms and Conditions**

*If you plan to generate revenue at your event you will need to confirm the following:*

**These guidelines apply to all fundraising events sponsored by student organizations including credit card fundraisers, product sales, program attendance fees, receiving donations, etc.**

1.) Student organizations must be recognized by Michigan State University (see list of registered student organizations at www.studentlife.msu.edu) and the student organization must have an open and active University financial account (not MSUFCU) through the MSU Accounting Department.

2.) Procedures for conducting sales at athletic events must comply with the procedures found in the Student Organization Handbook.

3.) All sales must operate within open building hours.

4.) All sales must be conducted in the assigned area. Groups should allow people to approach the “sales” area on their own free will.

5.) Assigned space must be used by only the organization that has reserved the space. The reservation is not transferable.

6.) Reserved space will be forfeited if it is not occupied within one hour of the scheduled starting time. At least one member from the organization must staff the “sales” area at all times. Unattended “sales” areas will be removed.

7.) Affixing signs and materials to tree posts, walls, columns and ceilings are not permitted. Sign display stands are often available from the facility manager or can be provided by Infrastructure, Planning, and Facilities for a fee. The need for this service must be noted on the event planning form at the time it is submitted. a. Signs must exhibit the name of the sponsoring student organization clearly and the commercial product or company name must not be advertised in a manner greater than the sponsoring student group.

8.) The use of University premises and facilities is subject to all applicable state and federal laws, in addition to University policies, regulations and ordinances.

9.) Groups must comply with all reasonable requests related to their activity made by campus authorities having responsibility for the premises.

10.) All revenue and expenditures from the event must go through the organization’s University account unless revenues are under $50.00 per day.

11.) Organizations that sponsor and have financial agreements with commercial companies outside the University are subject to the following procedures:
a.) Student organization members must conduct the sales and transactions. A Company representative should be available for consultation purposes only. Both the student group and the vendor should take an inventory of the merchandise, and the cash box prior to the beginning of the sale. During the sale, there should be an accounting system for keeping track of all items sold. At the completion of the sale, the student group and vendor should take inventory of the merchandise and the cash box again together.
b.) An acceptable financial control method should be developed and agreed upon by the sponsoring student organization and vendor, prior to the sale. This will assure the accuracy of commission distribution to the sponsoring student organization.

12.) All sales, including but are not limited to, carpets, pillows, plants, computers, and other room furnishing sales are subject to the following:
a.) All items must be individually tagged documenting the item’s compliance with university flame retardant and toxicity standards. All carpets must have a Class 1 fire rating and pillows and futons must meet the standard FF.72 as amended and/or California 117 standard.
b.) All carpet rolls must be “tube free” (cardboard rolls).
c.) A letter must accompany the event planning form documenting that all materials sold will comply with Michigan State University standards. Both the president of the sponsoring organization and the vendor must sign the letter.

13.) Organization(s) are responsible for a clean and safe environment. Therefore, organization(s) will be assessed a cleanup fee by Infrastructure, Planning, and Facilities or Grounds Maintenance, if necessary.

14.) Permission granted to a recognized student organization by Michigan State University to use campus premises and facilities neither approves nor disapproves of the purposes of the group, the activities being conducted, the content of the materials distributed or the items being sold.

15.) All sales can occur for only two consecutive days. A day without sales must be between each set of consecutive “sale” days.

16.) An approved event planning form must be on site for verification of event approval if needed.

**I have read and understand the above guidelines and procedures. My organization’s failure to comply with these guidelines and procedures may lead to the revocation of the privilege to schedule events on campus, and the loss of future access to University facilities and services. Student organization’s sponsoring revenue-producing (fundraising) events on the campus must have a University financial account. All revenues and expenditures of the revenue-producing event must go through this account unless the revenues are under $50.00 per day. Complete regulations regarding revenue-producing projects can be found in the Student Organization Handbook (www.studentlife.msu.edu).**