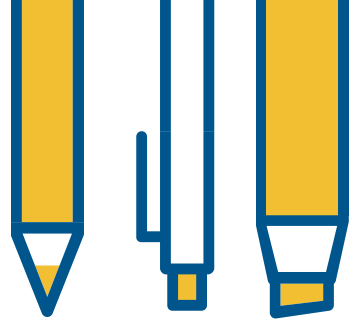


Office of Student Engagement Student Club & Organization Event Process



Step #1:



Submit your Request for Space via the Event Management System



Step #2:

Submit you Event Form via CoyoteConnection

Required for Medium & High Risk Events

Types of Events:

Low Risk: Closed, General Meeting

Medium Risk: Open, General Meeting

High Risk: Events with several other components such as large crowds, outdoors, minors, physical activity, open to the public, etc.



Step #3 (For High Risk Events Only!)

Meet with the Special Events Committee to Discuss your Event

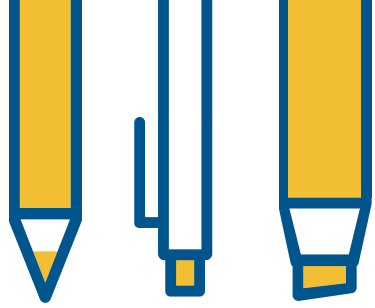
OSE will reach out to schedule this meeting!



Step #4:



Event Form & Space has been approved by OSE when all other campus partners approve



Office of Student Engagement Risk Assessment

Low Risk

- Closed, General Meeting
- Only Members of Organization
- Located on CSUSB

Example:
General Body Meeting for
Club/Organization
Members Only



Examples: Fundraisers, Speaker Events, Events with Food, Public Meetings, Small-Public Events (Less than 100 people), Workshops/Trainings, Lectures, etc.

- Open, General Meeting
- Invites CSUSB Community (Students, Faculty, Staff)

Medium Risk

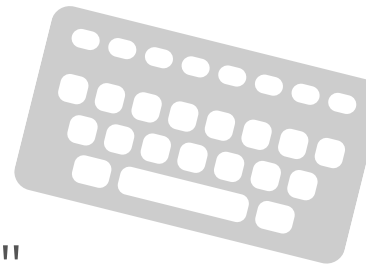


High Risk*

- Open to the Public
- More than 100 People in Attendance
- Involves Physical Activity/Attractions
- Involves Minors
- Controversial, Sensitive Topics

Examples: Conferences, Carnivals, Concerts, Festivals, All-Day Events, etc.
Must Attend a Special Events Meeting

How to Access Event Form on CoyoteConnection



- Step #1: Log onto CoyoteConnection
- Step #2: Go to Organization Page
- Step #3: Select "Manage Organization"
- Step #4: Select "Events" from Menu
- Step #5: Click "Create Event" Button