ASI Event Plan
“E-Plan”

ASI Event Scheduling
The Process

1. Check space availability on events.calpoly.edu
2. Submit E-Plan at asi.calpoly.edu/eplans
   - E-Plan is routed to Club President automatically via email
3. Club President approves E-Plan
   - E-Plan is routed to Club Advisor automatically via email
4. Club Advisor approves E-Plan
   - E-Plan enters processing queue
5. E-Plan is processed by ASI Event Scheduling
   - Reservation is routed for campus approval
   - Space assigned
   - Requirements approved
6. RSO receives final confirmation
# Location Timelines: Lead Time

- **Reservations for the upcoming academic year (2018-2019) may be submitted on May 1st at midnight.**

## Locations: Classrooms & Conference Rooms

### Event Types:
- General Meetings (2 hrs. or less)
- Sandwich Boards or Tri-fold Displays
- Information Tables or Booths (campus wide)
- Events involving:
  - Amplified sound/music
  - Parking permits
  - Renting equipment
  - Chalking (campus wide)

## Locations: Classrooms, Conference Rooms, Lounges, & Lawns

- On campus events and meetings (any length of time)
- Events involving:
  - Food or drink
  - Sale of merchandise
  - Showing a film/video
  - Use of Cal Poly names, symbols, or marks

## Locations: Off Campus, Chuash Auditorium, UU 220, UU Plaza Stage, Performing Arts Center, Spanos Theatre, & Mott Complex

- Events involving:
  - Alcohol
  - ASI Staffing
  - Contracts
  - Paid Service Providers
Searching Space Availability Beforehand

1. Navigate to events.calpoly.edu
2. Select “Check Location Availability”
3. Login with your Cal Poly Portal credentials
4. You can search available spaces two ways
   1. Use the **Quick Search Tool** and type in the specific building and room number for your desired venue
   2. Use the **Public Location Searches** to view a list of lecture rooms by capacity, room characteristics, etc.
5. Click on the building and room number to view more information about the venue
6. Utilize the “Availability (Daily)” and “Availability (Weekly)” tabs to navigate space availability
How to Submit an E-Plan

1. Navigate to asi.calpoly.edu/eplans
2. Log in with your personal Cal Poly Portal credentials
3. Select "New E-Plan"

4. Select your organization

To begin the E-Plan process, please select your organization from the list below.

You may type in the first few letters of the club name to jump to its location.

Eplan Club: TEST

If the organization name does not appear, there is an issue with the Club Charter. Contact Club Services at 805.756.5807.

5. Fill out all appropriate fields and answer all questions
Action Items

Every E-Plan provides a checklist of Action Items. Each item lists step-by-step instructions and indicates how much time is needed for all steps to be completed.

The following are actions that you will need to take before this event can be confirmed by campus entities:

Action #1:
14 days prior to event:
- Submit Student and Internal Request to Use the Cal Poly Marks and Licensing Education.pdf.
- http://afd.calpoly.edu/tm_licensing/cpnamerequestform.asp
- For more information contact: Royaa Silver, 605.756.2974, Email Royaa Silver or Sasha Palazzo, 805.756.7155, Email Sasha Palazzo.

Why:
- Cal Poly requires any merchandise displaying the marks of the University to be purchased from licensed vendors. Failure to use a properly licensed vendor may lead to suspended student organization privileges, and not receiving reimbursement for unapproved purchases.
- Please reference the following website to familiarize yourself with the approval process: https://afd.calpoly.edu/tm_licensing/groups.
- Selections on this Eplan were made requiring communication with the Cal Poly Trademark Licensing department. Specifically the following selections were made:
  - Involves the use of Cal Poly name, symbols and/or marks
Signatures

Electronic signatures are required from the Club President and Club Advisor. Once the event contact saves the E-Plan, it will automatically be routed for approval.

Note: signatures must be obtained within the E-Plan lead time.
Status Page

The last page of the E-Plan shows space assignment, campus approvals, and the overall status of the event. Once the event is confirmed, all fields will be checked.

- The Club/Organization President has signed this E-Plan.
- The Advisor has signed this E-Plan, (not applicable for ISO).
- ASI Facility Scheduling has entered this E-Plan into the scheduling system. Event Link in 25Live: 2017-ACGXMP
- Space Assignments for this E-Plan have been approved.
- Campus Entities have approved this E-Plan.
  The following are the prerequisites for this step:
  - Administrative: Club Contract. Status: Complete. Questions: Chip Neuenschwander at /rneuensc@calpoly.edu
  - Administrative: Club Risk Assessment. Status: Complete. Questions: Chip Neuenschwander at /rneuensc@calpoly.edu
Classroom Spaces

• University Controlled Lecture rooms are open from 7AM-10PM

• All classroom reservations must begin at Poly Time

• ASI Event Scheduling may only assign classrooms for the current academic quarter
  – Classroom requests for future academic quarters enter a Priority Scheduling process where each reservation is assigned a Priority number
    • ex: #400 CSA General Meetings
  – These requests will be processed approximately 5 weeks prior to the first date of the upcoming academic quarter
ASI Managed Venues

• ASI Managed Venues include:
  – Chumash Auditorium
  – UU Conference Room 220
  – Recreation Center Studios, Gyms, MAC
  – Sports Complex Fields and Courts

• Venues above require **14 day lead time**

• Why?
  – Room set-up and take-down
  – ASI staffing requests
  – Audio-visual requests
  – Room clean up and maintenance
Other On Campus Venues

• State managed spaces:
  – Lawns, walkways, courtyards, BBQs
  – Require 14 day lead time

• Department Permission spaces:
  – Department controlled classrooms
  – Must obtain written permission from department scheduler for use of space
  – Must submit written permission to asieplan@calpoly.edu
  – Require 14 day lead time

• Other on campus spaces:
  – PAC/Spanos Theatre
  – ATL Keck Lab
  – Mott Complex
2019-2020 Club Events

Starting May 1st, 2018 at midnight, groups may submit E-Plans for the entire 2019-2020 academic year. These events can include:

BE SURE TO SUBMIT RESERVATIONS FOR:

CLASSROOMS
CAL POLY RECREATION CENTER
UNIVERSITY UNION
MOTT & DEXTER LAWNS
CAL POLY SPORTS COMPLEX
PERFORMING ARTS CENTER
SPANOS THEATRE
MOTT COMPLEX
CAL POLY P

MEETINGS
PRACTICES
BANQUETS
BOOTHs & TABLES
SPORTS TOURNAMENTS
GUEST SPEAKERS
CAREER FAIRS
SANDWICH BOARDS
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asieplan@calpoly.edu  |  805-756-7587

@ calpolyasi