How to Plan an Event on Campus

All the Little Things
Agenda

• Overview
• University Scheduling
• Conference & Event Planning
• Strategic Business Services
• Risk Management
• EH&S Food Safety
• ITS
• TAPS
• University Catering
• Facilities Operation
• Zero Waste
• Resources
• Questions
What is an Event?

An event is a planned gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speakers, presentations, and conferences.
What is 25Live?

Centralized system for scheduling classes and events

Tool for publishing events to the web

View location information: images, features, availability

Reporting tool
Who Do I Work With?

Office of the Registrar, University Scheduling
- Instructionally Related Activities
- Academic or Administrative Department

ASI: E-Plan
- Student Clubs and Registered Student Organizations

Conference and Event Planning
Information Needed When Submitting a Request

- Event Name
- Sponsoring Organization
- Anticipated Head Count
- Description
- Image (Publishing to Master Calendar)
- Web Calendars: Campus Life; Community Event; or Diversity and Inclusion
- Event Date and Time
- Desired Location
- Food Service
  (Catering; Preparation of Food; Alcohol Service)
- Details Related to Risk and Liability (i.e. Minors Participating, Inflatables, Animals, etc.)
- Off Campus Guests
- Parking Required
- Chart Field Account Number
How to Submit a Request

- Facilities and Event Request Form
  - Auto email confirming request was received
  - Generally, 3-day turnaround depending on venue and approval time
  - At minimum, you will receive a status update
  - Any changes – respond to confirmation email with requested update

- [https://registrar.calpoly.edu/universityscheduling/request](https://registrar.calpoly.edu/universityscheduling/request)
Conference & Event Planning

Umut Brown, Director of Conference & Event Planning
CEP (Conference & Event Planning)

Self-supporting core business department of the Corporation

Assist clients from initial concept to planning and coordination of an event

- Event budget development
- Complete registration and reporting services
- Coordination of on-campus facilities, including housing accommodations
- Food and beverage service coordination
- Off-campus facility and hotel coordination
- On-site event staffing
- Liability insurance and other arrangements related to insurance
- Payroll services
- And more!
Cal Poly’s Conference & Event Planning works as a One Stop Shop planner!

One contact through which a planner may secure all University services
One Contract that covers all services the planner will receive from the University
One Bill (Itemized) for all services provided by the University

Event Type or Requesting Group

• Off-campus Entities and Individuals not sponsored by a campus group
• Co-sponsored or sponsored events utilizing State Facilities to host off-campus attendees
Strategic Business Services

Mike Morgan | Emily Rutherford
SBS Event Information

• **Any Service** performed on campus needs to be procured via a Purchase Order (PO)

• Any Cal Poly event (on or off campus, including a personal home) serving alcohol must fill out an Alcohol Service Request form.

• Approved caterers already vetted and under PO

• Above ensure proper insurance in place.

• All Cal Poly events must abide by the University’s Hospitality Policy.

https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/
SBS Event Websites

• Approved Caterers
  https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/catering/approved-caterers

• Catering an Event
  https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/catering/
Risk Management – Special Events

• Risk Assessment of Event
  • Identify potential hazards and assess impact
  • Alcohol Service Requests
  • Tools
    • Risk Management Worksheet
    • Risk Assessment Matrix
  • Document event planning assessment and mitigation of risks

• Risk Control for Event
  • Develop mitigation plans for hazards/risks with high probability and/or severity scoring
  • Evaluate residual risk with implemented controls
  • Use of releases/waivers
  • Contracts with approved caterers/vendors
Risk Management – Special Events

• Risk Financing for Event
  • Risk transfer to vendors (contractual)
    • Evidence of vendor insurance
    • Contract language to trigger endorsements (additional insured, primary/non-contributory, etc.)
• Special Event Insurance
  • More than 100 attendees
  • Open to the public
  • Alcohol service
  • Minors attending
  • Animals or potentially hazardous activity

• Contact Risk Management
  • Website: https://afd.calpoly.edu/risk-management/events
  • Risk Manager: Mike Morgan 6-6755
  • Risk Analyst: Emily Rutherford 6-5455
Environmental Health & Safety

Food Safety

- Temporary Food Facility Permit Required:
  - Hazardous food items (sold or given away)

- Not Required:
  - Commercially prepared
  - Individually packaged
  - Department potlucks
  - Campus Catering doing entire event

PolyLearn Food Safety Training

More information about Food Safety requirements, visit:
https://afd.calpoly.edu/ehs/foodsafety.asp
TAPS Services

- 100 or more flagged in 25Live
- Hosting more than 40 guests is considered a large event
  - Email eventparking@calpoly.edu
- Up to 40 guests
  - Utilize new TAPS service form located at
    - https://afd.calpoly.edu/parking/parkingoncampus/visitingthecampus/events
    - Parking and/or signage can be requested
    - Will provide an estimate of services requested
University Catering

For more information about University Catering please visit: https://calpolydining.com/catering/
Facilities Operations

Event Support

How are we involved? We offer:

- Event Consultation

- Infrastructure
  - Electrical, Water, Restrooms, Custodial & Landscape Services

- Code Compliance

- Fire and Life Safety, Permits, Accessibility

Service Requests can be submitted via the Cal Poly Portal

More info? – Help Center x5555 – facilities-cbs@calpoly.edu
Facilities Operations

Code Compliance

- Building Permits

https://afd.calpoly.edu/facilities/forms.asp
Facilities Operations

State Fire Marshal

- Fire and Life Safety
- Special Event Permit: Indoors
- Special Event Permit: Outdoors

Accessibility and the ADA

- Indoor Events
- Outdoor Events
Zero Waste Best Practices for Events

Anastasia Nicole, Zero Waste Coordinator
What is Zero Waste

A way of redesigning systems to produce no waste

Zero waste starts at the event planning stage, not at the waste bins!

Try to stay as far up the hierarchy as possible

First plan to reduce waste, then think about reusables and food donations. As a last resort, purchase recyclable items and plan to collect food scraps for compost.

Zero Waste is a CSU and Cal Poly goal!

The latest CSU Sustainability goal was 80% waste reduction by 2020 and aim for Zero Waste thereafter!
Planning Your event
Reduce Waste

Think about serving options that reduce packaging, e.g.:

• Finger foods with napkins produce less waste than buffet items that require plates and utensils

• Mini dessert tarts don’t require a single use plastic cup that would be needed for mini-flan desserts.
Catering

Ask your caterer to:

- Drop off reusable dishware before event, and pickup after: Real plates, bowls, silverware, glasses, and mugs
- Provide condiments in dispensers rather than individual packets
- Provide cloth napkins and tablecloths that are washed for reuse after the event
- Replace individual water bottles with reusable water dispensers, provide reusable cups for those who don’t bring their reusable water bottles
- Ensure food is purchased in bulk, or with minimal packaging (e.g. large bowls of chips with serving tongs rather than individual bags)
- Serving food buffet style is recommended, rather than individually boxed meals
Avoid

All single-use plastics that cannot be recycled such as condiment packets, mini plastic dressing cups, plastic utensils, plastic film, plastic cups and clamshells

Compostable dishware - paper, waxed paper, or compostable PLA plastic – there are no facilities in SLO County that accept these compostable items

Boxed lunches – tend to create a high volume of food waste by participants not having a choice in what they put on their plate.
Food Waste Minimization

- **Get a confirmed count of attendees**
  - Have attendees confirm at least 3 days prior to get a final count to caterer to reduce excess food ordered.

- **Provide variable portion size**
  - half sandwiches, half bagels, or mini muffins allow participants to take only what they plan to eat.

- **Have a plan for excess food at end of the event**
  - e.g. baggies for attendees to take leftovers? offered to students? (where & how quickly) Taken to Campus food bank? (designate food runner in advance)
Recycling: Waste Receptacles

At least 2 weeks before your event, place an order for Zero Waste Bins!

If the event has the potential to generate significant food waste. (e.g. Full buffet lunch for over 50 people, finger foods for more than 100 people)

If needed, ask for assistance from the Zero Waste Ambassadors

For larger public-facing events, student Ambassadors may be able to assist you in preparing for your event by training your volunteer staff

For Very Large events

The ZWA team can work to recruit volunteers to staff Zero Waste bins to teach attendees how to recycle & compost properly.
Hosting Your event
Recycling is clean cardboard and paper, plastic & glass bottles, metal cans and aluminum serving dishes. NO food-soiled paper.

Compost is food waste and plant/flowers. NO napkins, food-soiled paper or compostable-ware.

Landfill is any remaining items that do not meet recycling or composting criteria.
Getting to Zero Waste

Education
Make an announcement during the event to remind attendees that you are aiming for Zero Waste. To help Cal Poly meet our Zero Waste Goals, they should scrape any uneaten food into the food waste bins, recycle drink bottles, and put any remaining items in landfill.

Food Donations
Act quickly; as the event is winding down, allow students to take remaining food or have a plan in place to drop off to Campus Food bank or other location right away.

Continuous Improvement
Be sure to include a discussion of what went well and what could be improved in your post-event assessment. Keep notes of quantities ordered vs. consumed to do better on your next event!
THANK YOU –

QUESTIONS?
Resources

• How to Use 25Live
  Zoom Session | February 3, 10:10am – 11am
  https://calpoly.zoom.us/j/85783761829

• Events Calendar (Master Calendar)
  eventscalendar@calpoly.edu

• Event planning process information and
  instructions on “How to Check Location Availability”
  via 25Live can be found here:
  https://registrar.calpoly.edu/event-scheduling/#event_resource
Cal Poly Events Website

Cal Poly Events is a new platform that shines a spotlight on high-profile special events at Cal Poly and throughout our community, focusing on the wide and diverse range of activities on and around our campus. This site is designed to help our colleges, programs, departments and facilities promote exciting events that can be seen by a selected audience. It will update regularly and include events happening in the next 30-45 days. It is not a calendar of all events, and it does not include student club events.

Submitting Your Event
To submit your event for consideration, please email us at event-submission@calpoly.edu the following information:
- Event title
- Date/Time
- Duration
- Ticket information
- Intended audience(s)
- Image (1600p wide at a 72 dpi)
Additional resources and contact information can be found at:

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<th>Department</th>
<th>Phone</th>
<th>Email</th>
<th>Website</th>
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<tbody>
<tr>
<td>Office of the Registrar, University Scheduling</td>
<td>805.756.5550</td>
<td><a href="mailto:events@calpoly.edu">events@calpoly.edu</a></td>
<td><a href="https://registrar.calpoly.edu/event-scheduling">https://registrar.calpoly.edu/event-scheduling</a></td>
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<td><a href="mailto:conference-eventplanning@calpoly.edu">conference-eventplanning@calpoly.edu</a></td>
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<td>805.756.6665</td>
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<td>Transportation and Parking Services</td>
<td>805.756.6016</td>
<td><a href="mailto:eventparking@calpoly.edu">eventparking@calpoly.edu</a></td>
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<td>University Catering</td>
<td>805.756.1177</td>
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<td>805-756-2232</td>
<td><a href="mailto:sbs-procurement@calpoly.edu">sbs-procurement@calpoly.edu</a></td>
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