Planning an Event Related to an Academic Class?

*Lead times vary based on location: 3 days, 7 days, or 14 days. Submit your request early. Additional time may be required based on activities occurring at the event.*

**Steps to Plan a Class-Related Event**

- Find a faculty or staff member to sponsor your event
  - *If this is for a class, this should be your instructor*
  - Faculty or staff member provides guidance and ensures campus policies and event planning guidelines are followed
- Submit a Facilities and Event Request Form
  - [https://registrar.calpoly.edu/event-request-form](https://registrar.calpoly.edu/event-request-form)
- You’ll need the following information:
  - Event Title
  - Event Sponsor: Provide Cal Poly Email and Phone
  - Date(s) of Event
  - Desired campus location(s)
  - Chart field account number
    - While charges are not incurred for some locations, a chart field account number is held should there be damages to the space
  - Do you want the event published on the master calendar?
    - Campus life: Open to faculty, staff, and students
    - Community: Open to both the campus community and the greater SLO community
  - Tell us about your event
    - Event description should include a brief summary of the event; how someone can participate if interested; whether registration is required; if tickets will be sold; and when possible, a link to the event website or information on who to contact for additional information.
  - Details related to the event
    - Are minors involved (non-Cal Poly students under the age of 18)
    - Any activities associated with the event? (Dunk tank, fun run, carnival type activities, live animals present, athletic activities, etc.)
    - Is parking required by guests?
    - Will food be served? If yes, will the group be preparing the food?
    - Will you be collecting money at the event?
    - Do you require additional campus support or resources?

*An event is not confirmed until campus personnel have provided approval, space has been assigned, and you receive an Event Confirmation from University Scheduling.*

Office of the Registrar, University Scheduling  |  (805) 756-5550  |  events@calpoly.edu