

PLANNING DETAILS AND INFORMATION

Below you will find information, requirements and other details pertaining to planning an event for your Chapter, Club or Network. Please take a moment to review this information and consider it as you begin planning your event. Please note that all rules and requirements will be strictly enforced.

RESERVING SPACE ON CAMPUS

The **Smittcamp Alumni House (SAH)** is available to Alumni Chapters and Clubs with no rental fee for the space from 8:30 a.m. to 4:30 p.m. All requests to reserve the SAH are subject to facility availability and all events held at the SAH are subject to Fresno State policies.

To submit a reservation request [click here](#)

FOOD POLICY

All events held on Fresno State's campus that plans to serve food is required to use University Catering Services. If you wish to use another food vendor, you must submit a food waiver application at least 45 days in advance. A FSAA staff member will provide you access to the waiver form.

To view catering menus and details [click here](#)

ON-CAMPUS ALCOHOL POLICY

1. You must complete the ["Application for Use of Alcoholic Beverages On-Campus"](#) no less than 30 days prior to the date of your event.
2. Confirm who is serving your alcohol
 - a. If you plan to utilize University Catering Services to serve your alcohol than no additional steps are needed.
 - b. If another entity is serving your alcohol: You must complete the [Daily License Application](#) form on the Department of Alcoholic Beverage Control.
 - i. Only authorized individuals may sign this document.
 - ii. **The license must be signed by an approved FSAA staff member.**
 - iii. This form must be submitted to the Department of Alcohol Beverage Control no less than 30 days prior to your event.

For a complete overview of Fresno State policies and procedures on alcohol [click here](#)

- Policy on the Use of University Building and Grounds – Sections 15 and 16
- Policy on Campus Use of Alcoholic Beverages
- **Note: "Kegs" are not allowed on campus, for any event.**

OFF-CAMPUS ALCOHOL POLICY

Off-campus Alcohol Policy

1. Determine if your event venue has an alcohol license. If they do, confirm your event will be covered by their license.
 - a. If your event is covered no further action is required.
 - b. If your event is *NOT* covered you must complete the [Daily License Application](#) form from the Department of Alcoholic Beverage Control.
 - i. Only authorized individuals may sign this document.
 - ii. **The license must be signed by an approved FSAA staff member.**
 - iii. This form must be submitted to the Department of Alcohol Beverage Control no less than 30 days prior to your event.

PARKING ON CAMPUS

FSAA will provide FREE on-campus parking for all Chapter and Club events and activities. In order to request free parking you must submit the event date, time, purpose and the number of parking spots needed. Requests must be made two weeks prior to the event. After that time frame requests are not guaranteed. FSAA will submit your request with the University and provide you with a parking code you can share with your members and guests. Parking codes will be valid only the day of the event and will be accessible anywhere on campus.

Please note: on-campus parking is unrestricted M-F after 6:00 p.m. and on weekends.

SILENT AUCTIONS AND OPPORTUNITY DRAWINGS (RAFFLE)

Opportunity Drawings are regulated by the State of California. Both Opportunity Drawings and Silent Auctions have very strict requirements and laws that must be abided by.

If you did not indicate in your Annual Renewal packet you intended to do an Opportunity Drawing, you must first verify with the FSAA to get permission to proceed.

If you plan to include an Opportunity Drawing and/or Silent Auction as part of your event please use the informational materials provided on the [Helps and Resources](#) page on the FSAA website. The FSAA will work with you to ensure all laws, policies and procedures are followed.

GIVEAWAYS AND/OR SALES OF PROMOTIONAL PRODUCTS

If you are considering giving away or selling promotional items please schedule a call or meeting with your FSAA staff representative. We will work with you to determine relevant variables, including tracking/recording of inventory, determining what constitutes a "giveaway", and post-event tracking/use of remaining inventory.

For sales of products we will work with you to determine relevant variables, including sales tax, fair market value, method of processing sales, post-sales reconciliation, tracking and use of remaining inventory, etc.

The FSAA is responsible to track and account for any inventory/product. **A licensed vendor must be used.**

INSTRUCTIONS

1. All events must be coordinated through the Fresno State Alumni Association, including online registration and payment processing. Use of third party providers (i.e. Event Brite, Constant Contact, etc.) is not allowed.
2. Please complete and submit this form 30 days prior to the date of your event. Email to Nicole Traverso (nicolettraverso@mail.fresnostate.edu)

EVENT DETAILS

Chapter/Club: _____

Event name: _____

Date of event: _____ Start time: _____ End time: _____

Location of event: _____

of Guests
(estimate): _____

Event Function: Networking/Social/Mixer Fundraiser – General
(check all that apply) Educational event (i.e. conference, talk) Fundraiser – Scholarship endowment
 Other: _____

EVENT DESCRIPTION

Important: Please write clearly and be as descriptive as possible. The information you provide is what will appear on the event registration page (viewed by the public).

EVENT REGISTRATION & EVENT FEES

Is there a fee to attend the event? Yes No

[If Yes] Amount: \$ _____

If cost goes up *after* a certain date, please complete:

Date of increase: _____

New amount: \$ _____

What date should event registration be taken down?*

**Note: Online registration is taken down at 12:01 a.m.*

EVENT COMPONENTS (check all that apply)

DO YOU PLAN TO HAVE:	
Alcohol	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food	<input type="checkbox"/> Yes <input type="checkbox"/> No
On-campus parking	<input type="checkbox"/> Yes <input type="checkbox"/> No
Silent Auction	<input type="checkbox"/> Yes <input type="checkbox"/> No
Opportunity Drawing/Raffle	<input type="checkbox"/> Yes <input type="checkbox"/> No
Giveaways or sell any kind of promotional products?	<input type="checkbox"/> Yes <input type="checkbox"/> No
On-site sales that requires a Square reader?	<input type="checkbox"/> Yes <input type="checkbox"/> No

EVENT PROMOTION *(check all that apply)*

WOULD YOU LIKE FSAA TO COORDINATE:	
Email marketing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Social media	<input type="checkbox"/> Yes <input type="checkbox"/> No
FSAA Newsletter <i>(if applicable)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
FSAA webpage banner	<input type="checkbox"/> Yes <input type="checkbox"/> No

***NOTE:** All official promotions must go through the FSAA with the exception of posting announcements and event details on your 'Group' on the Fresno State Alumni app. Personal invitations are appropriate but any form of mass email marking outside of the FSAA is not permitted.

EVENT NOTIFICATIONS *(This will be used as the primary contact for the event)*

Provide names and emails of two officers (one should be your Treasurer) to receive updates when people register.

Name: _____ Email: _____

Name: _____ Email: _____

EVENT SPONSORS

Do you have/plan on having event sponsors? Yes No

If yes: Please provide FSAA with your sponsorship packet details for review and approval.

PROJECTED FINANCES

Projected Income: \$ _____

Projected Expenses: \$ _____

Projected Net profit: \$ _____

SUBMITTED BY

Your name: _____ Cell: _____

Email: _____