

EVENT CONSULTATION MEETING

ECM Date/Time: _____

PLEASE PREPARE THE FOLLOWING INFORMATION, AS APPLICABLE, PRIOR TO YOUR SCHEDULED EVENT CONSULTATION MEETING (ECM). E-MAIL INFORMATION TO YOUR EVENT COORDINATOR LIAISON AT LEAST 24 HOURS PRIOR OR PROVIDE HARD COPIES (AT LEAST 15) AT THE ECM FOR ALL CAMPUS CONSTITUENTS.

ORGANIZATION INFORMATION	EX. ORGANIZATION INFO
ORGANIZATION NAME MAIN CONTACT(S) <ul style="list-style-type: none"> • NAME • POSITION • EMAIL • PHONE 	Organization Name: <i>Mascot Club</i> Main Contact: <i>Tuffy Titan</i> <i>President</i> <i>tuffythetitan@csu.fullerton.edu</i> <i>(657) 278-7622</i>

EVENT INFORMATION	EX. EVENT INFO	EX. AGENDA & MAP
EVENT NAME PREFERRED EVENT DATE & TIME <ul style="list-style-type: none"> • SETUP DATE & TIME • BREAKDOWN DATE & TIME LOCATION DESCRIPTION & PURPOSE EXPECTED ATTENDANCE <ul style="list-style-type: none"> • POPULATION • NUMBER OF ATTENDEES BUDGET <ul style="list-style-type: none"> • INCOME • EXPENSES EVENT AGENDA MAP OF EVENT AREA	Event Name: <i>Elephant Rally</i> Event Date: <i>8/31/1957</i> Event Time: <i>5:00pm-9:00pm</i> Setup: <i>5:00pm-6:00pm</i> Breakdown: <i>8:30pm-9:00pm</i> Location: <i>Tuffy Lawn</i> Description: <i>Event intended to promote Titan spirit.</i> Expected Attendance: <i>CSUF students only</i> <i>~500 attendees</i> Budget: Income: <i>\$0 (not a fundraiser)</i> Expenses: <i>\$400 total</i> <ul style="list-style-type: none"> - <i>\$100 Caricature artist</i> - <i>\$150 DJ</i> - <i>\$100 bounce house</i> - <i>\$50 decorations</i> 	5:00pm – Setup 6:00pm – Rally <ul style="list-style-type: none"> a. Caricatures b. DJ c. Bounce House d. Club Tabling 8:30pm – Breakdown 9:00pm – Location Cleared <div style="border: 1px solid black; padding: 5px; text-align: center;"> </div>

DEPARTMENTAL INQUIRIES	EX. DEPARTMENTAL INQUIRIES
ASSOCIATED STUDENTS, INC. ATHLETICS ENVIRONMENTAL HEALTH & SAFETY FACILITIES OPERATIONS EVENTS & FACILITIES USE PLANNING PARKING & TRANSPORTATION RISK MANAGEMENT STUDENT LIFE & LEADERSHIP UNIVERSITY CONFERENCE CENTER UNIVERSITY POLICE	ASI: collaboration with ASI, funding Athletics: use of Titan Gym, athletic fields, stadium EHS: food handling, fire marshal Facilities Operations: sprinklers, trash cans, electricity use, marking of field lines, bathroom/janitorial staffing Events & Facilities Use Planning: co-sponsorship/contracts with outside vendors, campus department hosting event Parking: reserving lots/structures, permits, signs, escorts Risk Management: liability waivers, insurance/endorsement SLL: classroom or field reservations, banners/chalking UCC: TSU or SRC reservations, audio equipment (sound) Police: crowd control, need officers present