Events & Facility Reservation

Sign in to the TitanLink experience

SIGN IN NOW

Student Life & Leadership

CALIFORNIA STATE UNIVERSITY FULLERTON
Agenda

• What can TitanLink do for me?
• What does creating an event do for me?
• How do I reserve Space?
• What if I want food at my event?
• What is a special event?
• How does TL Market my event?
• What happens after I create an event?
• Questions
Enhance Your Organizations

- Event Advertising & Tracking
- Facebook & Twitter Integration
- Share Photos
- Facilitate Discussions
- Recruit through Shared Interests
- Conduct Mass Messaging (Text/Email)
- Track Service Hours
- Store Documents
- Host Online Elections
- Create Forms
What does creating an event do for me?

• Requests the Space
• Sends Notice to Campus Departments
• Markets Event
• Adds Event to TitanLink Event Calendar

Make Reservations Online

Reservations
How do I reserve Space?

- Submit Requests for Space (7 business day turnover)
- Track Progress of Submissions
- Receive Confirmations electronically
- Automatically advertise through TitanLink
NO MORE BLUEPRINTS!!!
What if I want food at my event?

• Will FOOD be served at this event?
  • If you select “yes”, an additional page with more questions and information on the Rules for Temporary Campus Food Sales/Giveaways.

• If you plan to self-cater, you must complete the online CSUF Food Handler Training.

• Read the Safe Food Handling Tips.

• Environmental Health and Safety will review.

• Be specific with your food request.
What is a special event?

• Definition of Special Event is anything that meets any of the following criteria, but not limited to:
  – Off Campus Vendors are involved
  – Risk Management is required
  – Physical activity
  – Large-scale in population
  – Requires several campus authorities/departments for coordination
  – Requires campus police or a safety presence
  – Takes place overnight
Special Event Continued

- All requests are subject to consideration of "time, place, and manner".
- SLL will schedule Event Consultation Meetings, if necessary.
How does TitanLink Market my event?

Jump in with these opportunities!
Jump in with these opportunities!
Jump in with these opportunities!

Once your event is approved, it will be featured on our OPPORTUNITY WALL.
What happens after I create an event?

• Liaison work

• Turnaround Time

• Confirmation

7 Business Days

Unapproved

Comments

Approval

Approve  Deny
Creating Events in TitanLink

• Promotion/Marketing
• Attendance Tracking
• Integrated Approval Process from Campus Partners
• One Site for (almost) Everything
• http://www.fullerton.edu/clubs/clubresources/events.asp
Questions