CAC MEETING Date/Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PLEASE PREPARE THE FOLLOWING INFORMATION, AS APPLICABLE, PRIOR TO YOUR SCHEDULED CAMPUS ACTIVITIES COMMITTEE (CAC) MEETING. E-MAIL INFORMATION TO STUDENT LIFE & LEADERSHIP AT LEAST 24 HOURS PRIOR OR PROVIDE HARD COPIES (AT LEAST 12) AT THE CAC FOR ALL CAMPUS CONSTITUENTS. *NOTE: THIS IS AN EXAMPLE ONLY & THE OUTLINE YOU PROVIDE SHOULD BE AS DESCRIPTIVE AS POSSIBLE.*

|  |  |
| --- | --- |
| **ORGANIZATION INFORMATION** | **EX. ORGANIZATION INFO** |
|  **ORGANIZATION NAME****MAIN CONTACT(S)*** NAME
* POSITION
* EMAIL
* PHONE
 | Organization Name: *Mascot Club*Main Contact:*Tuffy Titan**President**tuffythetitan@csu.fullerton.edu**(657) 278-7622* |

|  |  |  |
| --- | --- | --- |
| **EVENT INFORMATION** | **EX. EVENT INFO** | **EX. AGENDA & MAP** |
| **EVENT NAME****PREFERRED EVENT DATE & TIME*** SETUP DATE & TIME
* BREAKDOWN DATE & TIME

**LOCATION****DESCRIPTION & PURPOSE****EXPECTED ATTENDANCE*** POPULATION
* NUMBER OF ATTENDEES

**BUDGET*** INCOME
* EXPENSES

**EVENT AGENDA*** NOTE: BREAK DOWN INTO 15 MINUTE INTERVALS, AS NECESSARY

**MAP OF EVENT AREA** | Event Name: *Elephant Rally*Event Date: *8/31/1957*Event Time: *5:00pm-9:00pm*Setup: *5:00pm-6:00pm*Breakdown: *8:30pm-9:00pm*Location: *Tuffy Lawn*Description: *Event intended to promote Titan spirit.*Expected Attendance:*CSUF students only**~500 attendees*Budget:Income: *$0 (not a fundraiser)*Expenses: *$400 total** *$100 Caricature artist*
* *$150 DJ*
* *$100 bounce house*
* *$50 decorations*
 | 5:00pm – Setup6:00pm – Rally1. Caricatures
2. DJ
3. Bounce House
4. Club Tabling

8:30pm – Breakdown9:00pm – Location CleareddabcSRC |

|  |  |
| --- | --- |
| **DEPARTMENTAL INQUIRIES** | **POSSIBLE INQUIRY TOPICS** |
| **ASSOCIATED STUDENTS, INC.****ATHLETICS****ENVIRONMENTAL HEALTH & SAFETY****FACILITIES****EVENTS & FACILITIES USE PLANNING****PARKING & TRANSPORTATION****RISK MANAGEMENT****STUDENT LIFE & LEADERSHIP****UNIVERSITY POLICE**BE SPECIFIC! – Think: Who? What? Where? When? Why? How? | ASI: collaboration with ASI, fundingAthletics: use of Titan Gym, athletic fields, stadiumEHS: food handling, fire marshalFacilities: sprinklers, trash cans, electricity use, marking of field lines, bathroom/janitorial staffingEvents & Facilities Use Planning: co-sponsorship/contracts with outside vendors, campus department hosting eventParking: reserving lots/structures, permits, signs, escortsRisk Management: liability waivers, insurance/endorsementSLL: classroom or field reservations, banners/chalkingPolice: crowd control, need officers present |