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.*

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| **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* |

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| **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 – Setup  6:00pm – Rally   1. Caricatures 2. DJ 3. Bounce House 4. Club Tabling   8:30pm – Breakdown  9:00pm – Location Cleared  d  a  b  c  SRC |

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| **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, funding  Athletics: use of Titan Gym, athletic fields, stadium  EHS: food handling, fire marshal  Facilities: 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  Police: crowd control, need officers present |