

# A Guide to Planning Events for your RSO

---

With Campus Event Services

Contact Information

Email: [ces@fsu.edu](mailto:ces@fsu.edu)

Phone: 850-644-6083





# Five Steps to Planning Events

## Step 1: Event Location

Two Methods to Request Space Through CES

*Please refer to page nine for a list of all spaces managed by Campus Event Services (CES)*

Mazevo 

Space Request Forms 

### [How To Reserve Meeting Space Using Mazevo](#)

For reservations of our premium spaces (Ballrooms, Outdoor Spaces, Club Downunder, and ASLC) please visit our [Linktree](#) and complete the Request Information Form for your desired location.

Once your request has been submitted and reviewed you will either receive an email from Mazevo or CES with the next steps needed to secure the reservation.

Reservation Windows: Campus Event Services (CES) Spaces

- Summer/Fall- First Monday in April
- Spring- First Monday in November

Classroom spaces are available to request on Mazevo the first Monday after Drop/Add has ended. (or a Tuesday if it falls on a Holiday) Requests will need to be submitted at least 10 days prior to the event date. Classroom space is limited and is only reservable during the following times:

- MTWR 4:30PM – 10:00PM
- F 1:00PM – 10:00PM
- SaSu 12:00PM – 10:00PM

## Step 2: Event Planning & Logistics

For larger events, an event coordinator will be assigned to assist you throughout the event process. Please designate one primary point of contact for the event. This includes Event Proposal submissions on Nole Central. A secondary point of contact may also be added to the reservation to help communicate event logistics with CES.

The primary contact should be the main planner for your event.

*Please note: only officers are permitted to request space through Campus Event Services.*

All events held in our premium spaces (Ballrooms, Club Downunder (CDU), Askew and Union Green) require a walkthrough or logistics meeting with your assigned Event Coordinator. We would like the walkthrough to occur 2 months prior to the event, and no later than 3 weeks before the event. The earlier the better.

Items to confirm at the meetings/walkthrough:

- [Walkthrough Questions](#)
- Event Details (Speaker, Specific run of show)
- Attendee Numbers
- Food details
- Room set-up
- AV Needs
- Rentals (Photobooths, Rides, inflatables, etc.)
- Extra staff costs
- Parking/Food Trucks or rentals drop off.

### CAMPUS PARTNERS

Please note: details provided by you are needed for specific approval from the following Campus Partners.

### DINING

If your event includes food: No food can be sold at the event, food trucks must be pre-paid. You will need to provide the active food service license for any caterers or food trucks you bring to campus. This will need to be attached to your EP for review by our dining director. All drinks must be from the Coca-Cola family including water (Dasani). Potlucks and homemade foods are not permitted at public events.

If alcohol will be served at your event, it is mandatory to use Aramark for all alcohol services. Additionally, you must adhere to the [Florida State University Alcohol Policy](#) to ensure compliance with all regulations and guidelines. Please see the FAQ for FSU food permits here: [Food Service FAQ](#).

### MEDICAL RESPONSE UNIT (MRU)

Physical Activity. Will your event require an onsite Medical Response Unit? They can make the call after reviewing your event details if they will provide personnel or not. Examples of events utilizing MRU – 5Ks, sporting events, field days.

## WEATHER

If you have an outside event, please post your backup plan for inclement weather. This includes an alternate location or just a plan to reschedule or cancel. You must also reserve a space for a rain back up location when requesting outdoor space.

*Please note: The Union Ballrooms are not available as a rain backup.*

## SELLING ITEMS

Fundraising is permitted up to three (3) times per semester. However, selling food as a fundraiser is not allowed. Vendors are not permitted to sell items at RSO events; only informational tables are allowed. Special permission must be obtained from the Office of Business Services.

## FILM

Any event holding a film or media screening will need to secure media rights and submit an event proposal through Nole Central. Regardless of it being a closed event for an org or a public event, or if the group will be streaming, showing a DVD, or DCP, groups will need to purchase the license for the film before they can show it. To secure rights for this please contact Christine Hansen at [crhansen@fsu.edu](mailto:crhansen@fsu.edu) and provide her with the film or media you want to show. She can give you the information and pricing for that. You can either attach the rights to the EP or send them to [ces@fsu.edu](mailto:ces@fsu.edu).

## FSU PD

Approval from FSU PD is required for the following

[5K's and Walks](#) – Route must be confirmed a minimum of one month (30 days) before your event with FSUPD and CES before submitting your Event Proposal. The starting location is usually a reservable spot (Integration Statue, Langford Green, Union Green).

**Cancellation:** If you need to cancel your 5K event, please promptly notify CES and FSUPD via email.

Emotionally charged content

Money Exchanging Hands

Crowds larger than 250 - (Security may be required this is up to FSUPD discretion)

Minors on campus

## POLICIES AND FORMS FOR OUTDOOR SPECIFIC EVENTS

### CARNIVALS

Approval from EH&S and FSU Grounds is required for attractions related to carnivals. Tents must be securely weighted down rather than staked to avoid damage to underground utilities. Vendors with trailers or food trucks must use the adjacent paved areas, as driving on the lawn is strictly prohibited.

### Rides and Inflatables:

Event suppliers of rides and inflatables must provide an operator to be present at all times for each attraction to ensure that the equipment is adequately secured and operated safely. EH&S requires a Certificate of Insurance (COI) for these events. Please inform the event supplier that “The Florida State University Board of Trustees, 600 W. College Avenue, Tallahassee FL 32306” needs to be named as Certificate Holder/Additional Insured.

Water rides, slides, and bounce houses are not permitted.

## ANIMALS/PETTING ZOOS

Events involving animals will need to provide a Certificate of Insurance (COI) from the company bringing the animals. Please inform the company that “The Florida State University Board of Trustees, 600 W. College Avenue, Tallahassee FL 32306” needs to be named as Certificate Holder/Additional Insured. This can be emailed to us here or attached to your Event Proposal (EP). Please list the exact animals you are bringing to campus on your EP. You will also be responsible for having your participants fill out a liability waiver form before handling animals. You will need to keep these on file for yourselves in case anything happens.

That form is here:

[General Release and Waiver of Liability](#)

## PIEING

We have strict guidelines that must be understood and followed to receive approval. 1) Your group MUST provide a tarp or drop cloth on the ground to keep the area clean. Your group will be held responsible for costs incurred due to additional cleanup. 2) Keep whipped cream chilled in a cooler with ice. Prepare the pie plates as needed, don't leave them sitting out in the open. 3) Those preparing the pies need to wash their hands and wear disposable gloves. 4) Provide goggles and paper towels/wet wipes/etc. for people to use. 5) Use disposable pie containers or paper plates. One plate per person, do not reuse plates. If you have any questions regarding pieing events, please contact Campus Event Services at [ces@fsu.edu](mailto:ces@fsu.edu). Pieing is not permitted on the Union Plaza.

## DUNK TANK

For events involving a dunk tank, you will need to have all participants who plan to be dunked fill out a liability waiver form. You will need to keep these on file for yourselves in case anything happens.

That form is here:

[General Release and Waiver of Liability](#)

## POWER NEEDS

The FSU electrical team requires a work order from the Service Center to allocate two electricians and one supervisor for standby duty during the event. Additionally, the FSU electrical team has portable generators to provide power for Landis.

Regular time is \$40 per man from 8:00 AM to 4:30 PM

Overtime is \$60 per man – after 4:30

Please contact: William Bryant [wbryant@admin.fsu.edu](mailto:wbryant@admin.fsu.edu) to request power.

Union Green has a few outlets on the wall by the food service doors and one (1) on the light pole closest to the Union. Outlets are also located on the porch of Moore.

## AMPLIFIED SOUND

Please note: amplification of sound for outdoor spaces is allowed between the hours of 12:00 pm and 1:00 pm, Monday through Friday. Sound amplification is also permitted Friday between the hours of 5:00 pm and 11:00 pm, Saturday between the hours of 3:00 pm and 11:00 pm, and Sunday between the hours of 3:00 pm and 7:00 pm. Sound checks are not permitted before 4:30 pm on Friday.

Special approval for sound outside of the designated hours above must be approved by the Union Director in the Event Proposal.

## PROHIBITED ITEMS AND ACTIVITIES IN SPECIFIC SPACES

- Dance Rehearsals/Performance/Auditions- Only permitted in the below spaces:
  - Union Ballrooms, SSB larger meeting rooms, Moore Auditorium, and Club Downunder
- Painting/Crafts/Slime - Only permitted in the outdoor areas. Specific craft must still be approved by CES.
- Karaoke – Only permitted in the below spaces
  - Equipment Provided: Club Downunder
  - Self-Provided Equipment: Moore Auditorium, Askew Student Life Theatre, SSB 203, SSB 208/218 (combo only) and SSB 214.
- Any items hung on walls or doors must be approved by CES and only painters tape is permitted.
- Events that leave a mess will be subject to a cleaning fee.

## Step 3: Payment Details

RSOs will receive a 90% discount based on our external rate for all CES space reservations.

Rental rates are based on the following:

- Premium Spaces (Ballrooms, CDU, and ASLC theater) - 6 hours
- Moore Auditorium – 6 hours
- Union and SSB Conference/Meeting Rooms – 4 hours

### COMPLIMENTARY ROOM RENTALS

Each semester RSOs will receive their first five meeting/conference room rentals (4 hours or less) free of charge. These five reservations are non-transferable.

*Please note, premium spaces such as Union Ballrooms, Club Downunder, and the Askew Student Life Center are not included in this offer.*

### RENTAL FEES

A rental fee will be applied to all premium spaces and any conference/meeting rooms reserved beyond the organizations fifth free date. A signed contract and 10% non-refundable deposit will be required to secure premium space reservations.

### NO-SHOW & CANCELLATION POLICY

A no-show charge (rental rate of space) will now be applied to any reservation not canceled within the allotted timeframe outlined in your rental agreement/contract. This charge will also be applied if a no show occurs for a free reservation.

The cancellation timeframe varies depending on the space reserved, and acknowledgement of the terms and conditions of our spaces is required before final confirmation through Mazevo. Additionally, changes to confirmed setups will result in a reset fee, determined at CES's discretion.

### PAYMENT OPTIONS

RSOs can pay through SGA funding OR outside funds (bank account)

- SGA Funding: If your organization is paying with SGA funding, a Purchase Order number will need to be issued and provided to CES. For information on funding your RSO please refer to the webpage [HERE](#).
- Outside Funds (Bank Account): If your organization is paying by outside funds a customer ID will need to be created. Please email us at [ces@fsu.edu](mailto:ces@fsu.edu) for steps on how to complete this process.

All final invoices will be created after your event has ended. Any miscellaneous fees and/or charges will be added to the final invoice for payment. If you cannot move forward with payment, please cancel any remaining reservations through Mazevo. You must cancel at least 10 days prior to your event due to Mazevo's security policy. If you need help, please refer to our how to guide for cancellations [HERE](#). If you need assistance cancelling an event due to being outside of the 10-day window, please email us at [ces.fsu.edu](mailto:ces.fsu.edu) and we can cancel it for you.

## Step 4: Event Proposal Submission

For most large events, an Event Proposal (EP) is required. You will receive detailed instructions via a Mazevo email. We ask that the EP be submitted no later than 14 days prior (contract may differ) to the event date. This allows our campus partners ample time to review your proposal.

### **How to submit an RSO Event Permit Request through FSU Nole Central**

**From the FSU website** <https://union.fsu.edu/ces/eventplanning/event-permit>

- Log in to your Nole Central account using your FSU ID and password
- Select your organization from your Memberships.
- Use the sidebar menu in the top left (3 lines) and select Events.
- Select "Create New Event" in the top right corner.
- The online Event Permit Request form must be submitted at least 10 business days prior to the event. (COE Event Request is completed first, and then FSU Event Permit Request).

## Step 5: Final Confirmation

Work with the event coordinator to confirm your reservation. Once your event is fully planned and the Event Proposal (EP) is approved, a final confirmation will be sent via Mazevo to the event contact listed on the reservation.



# Spaces Managed by CES

Two Methods to Request Space Through CES

Mazevo 

Space Request Forms 

## STUDENT UNION

### Union Ballrooms: ABCDE

#### Meeting Rooms:

First Floor - 4 Each room has a static set up and is equipped with a 75" HDMI monitor on the wall for presentations

- 1281- Classroom Speaker Max 36 seats
- 1282 - Classroom Speaker Max 36 seats
- 1283 - Conference Max 22 seats
- 1284 - Conference Max 22 seats

Second Floor - 4 Rooms have set up options:

- 2211 - Conference- 28 seats, Classroom 36 seats, U shaped Conference 18 seats, Square 20 seats
- 2212 - Conference 40 seats, Classroom 42 seats, U shaped Conference 24 seats, Square 20 seats
- 2213 - Conference 40 seats, Classroom 66 seats, U shaped Conference 24 seats, Square 32 seats, Theatre 87 seats,
- 2214 - Conference 42 seats, Classroom 42 seats, U shaped Conference 22 seats, Square 24 seats

### Club Downunder

## STUDENT SERVICES BUILDING (SSB)

### All Meeting Rooms in SSB

Each room is equipped with projector/screen on the wall for presentations.

Meeting Rooms on 2<sup>nd</sup> Floor – All meeting rooms have multiple set-up options in Mazevo unless noted below:

- SSB 201 - Small Meeting Room
- SSB 203 – Largest Meeting Room
- SSB 203, 201 (Combined) - Large L-shaped Meeting Room
- SSB 208 – Medium Meeting Room
- SSB 218 – Medium Meeting Room
- SSB 208, 218 (Combined) – Large Meeting Room
- SSB 214 – Medium Meeting Room
- SSB 219 – Static Conference Max 14 seats
- SSB 220 – Static Conference Max 8 seats
- SSB 221 – Static Conference Max 8 seats
- SSB 222 – Static Conference Max 10 seats

## MOORE AUDITORIUM

### Moore Auditorium

Theatre with a stage, 374 Seats. AV available: Wireless Mics (4) - Projector and Screen, Laptop hook up on stage for presentations.  
Any extra AV needed (I.E. bands or sound mixing) will require outside production rentals.

## ASKEW STUDENT LIFE CENTER

### Askew Student Life Center

Movie Theatre with 389 seats. Presentations and small ceremonies are able to be held in this space. Wireless mics and Laptop hookup on stage for presentations.

## OUTDOOR SPACES

### Union Green - Full Events

Large outdoor green space outside of the Student Union- Parking for Food Trucks available on the road next to Moore Auditorium. 1 light pole has an outlet for power. Any large power needs will need to be run by a generator.

### Informational Tables

5 spaces available for informational tabling.

### Union Plaza

Large uncovered plaza in front of the Student Union. No events with water, snow cones, or pieing can take place here.

### Landis Green - Full Events

Large outdoor green space in the center of campus. Parking for food trucks on Honors Way. Large power needs will need to be run by a generator. CES does not provide tables/chairs at this location

### Information Tables

5 Spaces available for information tabling. CES does not provide tables/chairs at this location.

### Integration Statue

5 spaces available for information tabling.

### Langford Green

Large outdoor green space in front of Doak Campbell Stadium. Food trucks are not permitted. Any large power needs will need to be run by a generator. CES does not provide tables/chairs in this location

# VENDORS TO ASSIST WITH YOUR EVENT NEEDS

## Carnival Rides/Concessions

Everything But the Mime  
Bluegrass Rides  
JustForFunFlorida

## Tables and chairs

FSU Facilities (must have a internal PO in place to order)  
In Tents Events  
Best Day Ever  
AZ Rent-All  
Terri Smith Details

## Linens

Linens by Sharon

## Popcorn, snow cone, cotton candy machines

In Tents Events  
AZ Rent-All

## Tents

In Tents Events  
Best Day Ever  
AZ Rent-All

## Catering

FSU- Legacy Catering (Aramark)  
EZ Cater (lists multiple catering options)  
Publix platters- cost-effective catering/light snacks  
Costco packaged snacks/drinks