

Event Planning Time Line

The following is a list of various types of events and activities your club and/or organization may plan. We have provided a minimum time period needed to authorize your event/activity. Please reminder that each of these dates and times are based on space availability and other campus resources.

Type of Event/Activity	Time to Authorize	Forms to Execute or get more information
Scheduling Rooms for Meetings, USU/Academic Classrooms	10 Business Days	Meeting Services Reservation Request Form Room Reservation Form
Scheduling Activities in Housings	5 Business Days*	Housing Form
Public Safety	15 Business Days	http://www-admn.csun.edu/publicsafety/police/
Parking Services		Parking Services Special Event Planning Worksheet Parking – Guest Reservation (Chargeback)
Offer/Sell Potentially Hazardous Foods	5 Business Days	Application for Permit to Offer/Sell Potentially Hazardous Foods Procedure for Use of Matador Square Application for Permit to Table
Scheduling Athletic Facilities	10 Business Days	Various forms, see ASREC Sports Facility Reservation & Special Event Procedures
Plaza del Sol Performance Hall (formerly the PAC)	60 Business Days	Plaza del Sol Performance Hall Facility License Application and Event Information Form (Student Sponsored Events) Plaza del Sol Performance Hall Licensee Checklist
Outdoor locations on Main Campus with Amplified Sound (must be approved at least)	15 Business Days prior to event	Field Space Reservation Form
Solicitation of Funds	5 Business Days	Application for Permit to Solicit Funds
Distribution on Post	1 Business Day	Application for Permit to Post and or Distribute

Off – Campus Event Registration	15 Business Days	Off-Campus Event Registration Form
Billboards, Booths	1 Business Day	Application for Permit to Display Billboard(s) or Booth
Banners	45 Business Days	Application for Permit to Hang Banners
Magnolia Walk	1 Business Day	Application for Permit to Reserve Space on Magnolia Walk
Matador Square	15 Business Days	Procedure for Use of Matador Square
Tabling	5 Business Days	Application for Permit to Table
Major Campus Event	6 months	Field Space Reservation Form Campus Event Planning Guide
Catering (University Club)	Payment required 5 Business Days before event	See Catering Menu
Sierra Center Conference Room	10 Business Days	jay.adams@csun.edu
Physical Plant Management	5 Business Days to Contract Services	Physical Plant Management (Chargeback)
Interpreting Services	15 Business Days	National Center on Deafness (NCOD-Chargeback)
Community Service Assistants		Community Security Services (Chargeback)