



Student Use of YSNC Great Hall & Plaza del Sol Performance Hall CHECKLIST AND TIMELINE FOR PRODUCING AN EVENT

√	Activity/Description	Schedule	Due Date	Submit to/contact
	<p>Calendar Hold</p> <ul style="list-style-type: none"> Event producer must call YSNC and ask about available date(s) for facility rental. Upon confirmation of available date(s) you will be sent an email with instructions on how to confirm your calendar hold. 	<p>Call YSNC at least 3 months in advance of your event(s).</p> <p>Getting your event held on the YSNC calendar is the only way to make sure your date preferences will be secure.</p>		<p>YSNC Administrative Office: 818-677-8850 Ask for Rentals Associate</p>
	<p>USU Sponsorship</p> <ul style="list-style-type: none"> If you are interested in seeking sponsorship funding from the University Student Union (USU) you will need to review the guidelines and submit your application for sponsorship web site: usu.csun.edu/sponsorships You will also want to notify the YSNC that you plan to seek USU funding by checking "University Student Union" under "Sources of Funding" on the "Application for Facility Use" (see next step) 	<p>USU Sponsorship funding is very limited and granted on a first-come-first-served basis.</p> <p>Official notification of funding approval is not completed until after the Cost Estimate is completed by the YSNC.</p>		<p>USU Sponsorship usu.csun.edu/sponsorships</p>
	<p>Application for Facility Use</p> <ul style="list-style-type: none"> Once you receive confirmation of your Calendar Hold, you must complete an Application for Facility Use. 	<p>You will be given 2 weeks to submit a completed application. If you do not submit the application within 2 weeks you will lose your Calendar Hold.</p>		<p>The Soraya Attn: Rentals 18111 Nordhoff Street Northridge, CA 91330-8448</p>
	<p>Pre-production Meeting & Venue Walk-thru</p> <ul style="list-style-type: none"> After YSNC has received your application and it has been approved, a pre-production meeting with our Production Team will be scheduled along with a Venue Walk-thru. This meeting establishes the production details of your event and the overall logistics involved to make sure it is a success. YSNC takes the information gathered from the meeting to establish your estimated event costs. 	<p>This meeting should take place within 2-3 weeks of acceptance of your application or as soon as YSNC Production Team is available.</p>		<p>YSNC Rentals Associate</p> <ul style="list-style-type: none"> By this time you will have established a YSNC point of contact and be familiar with how to communicate with YSNC about your Rental



Student Use of YSNC Great Hall & Plaza del Sol Performance Hall CHECKLIST AND TIMELINE FOR PRODUCING AN EVENT

√	Activity/Description	Schedule	Due Date	Submit to/contact
	<p>Facility Use Agreement and Event Cost Estimate</p> <ul style="list-style-type: none"> Following your meeting with YSNC, you now wait until you receive a Facility Use Agreement and Event Cost Estimate. YSNC will supply you with these documents which reflect agreed upon dates and times of your rental and the total estimated cost. 	YSNC does the best they can to provide you with this information as soon as possible. Please feel free to follow up and check in on progress.		YSNC Rentals Associate
	<p>Return Signed Docs & A.S. Payment Requisition</p> <ul style="list-style-type: none"> Return the Facility Use Agreement and Event Cost Estimate signed by the appropriate Signatory. If you are not seeking USU sponsorship or if the USU did not approve your application for sponsorship then you must submit an A.S. Payment Requisition showing there is a designation of funds in your account for the cost of the Rental. If you were approved for USU sponsorship, the USU will work directly with the YSNC to complete the financial paperwork. 	Due 10 business days from the contract (Facility Use Agreement) date.		<p style="text-align: center;">The Soraya Attn: Rentals 18111 Nordhoff Street Northridge, CA 91330-8448</p> <p style="text-align: center;">YSNC Accounting 818-677-8833</p>
	<p>Fully Executed Agreement & Ticket Build</p> <ul style="list-style-type: none"> Once the Agreement has been signed by all parties, including YSNC, your event is fully confirmed! Contact A.S. Ticket Office to build your tickets and take the necessary steps to go on-sale. If your event is being sponsored by the USU, this funding does NOT include AS Ticket Office fees/costs. Your group will be billed directly by AS for these costs. 	Contact A.S. Ticket Office within 1 week following receipt of fully executed Facility Use Agreement.		<p style="text-align: center;">Associated Students Ticket Office: 818-677-2488 A.S. Ticket Office Manager</p>



Student Use of YSNC Great Hall & Plaza del Sol Performance Hall CHECKLIST AND TIMELINE FOR PRODUCING AN EVENT

√	Activity/Description	Schedule	Due Date	Submit to/contact
	A.S. Ticket Worksheet <ul style="list-style-type: none"> Complete, sign, and return A.S. Ticket Office provided Ticket Worksheet. Note that all ticket billing, sales and revenue will be coordinated directly with A.S. Ticket Office, even if your event is being sponsored by the USU. 	A.S. Ticket Office cannot put your event on-sale until they have this form completed. Tickets can be put on sale within 72 hours of receiving the completed form.		A.S. Ticket Office Manager 818-677-2951
	Promotional Materials If your event is a benefit or fundraiser it is required that YSNC approve of your Promotional Materials. This is so that certain policies regarding benefits and fundraisers can be upheld.	Must submit Promotional Materials prior to distribution and/or publishing.		YSNC Rentals Associate
	Advance and Walk-thru <ul style="list-style-type: none"> “Advance” production and Front of House details will be coordinated by you Rental Liaison. 	Make contact at least 4 weeks prior to event date.		YSNC Rentals Associate
	Parking Services and Permits <ul style="list-style-type: none"> Request Backstage Parking Permits Backstage parking is limited to 5 spaces. If you would like special permits for these spaces you must request them by providing a list of names of the drivers for the vehicles. 	This MUST be done at least 2 weeks prior to event date.		YSNC Rentals Associate
	Event Reconciliation <ul style="list-style-type: none"> YSNC will bill you the actual costs of your event, or if the event is sponsored by the USU then billing will go to their offices. 	YSNC has 30 days following the event date to reconcile the financials of your facility use.		Reconciliation information will be sent to you by YSNC Accounting
	Special Requests/Requirements:	[May be applicable depending on your event plans]		
	Lobby Concessions If you would like to provide the convenience and service of concessions sales for your attendees this can be arranged for a flat service fee. Service is provided by The University Corporation.	You should make this request at least 3-4 weeks prior to the event date.		YSNC Rentals Associate



**Student Use of YSNC Great Hall & Plaza del Sol Performance Hall
CHECKLIST AND TIMELINE FOR PRODUCING AN EVENT**

√	Activity/Description	Schedule	Due Date	Submit to/contact
	<p>Merchandise Sales If you would like merchandise to be sold at your event including but not limited to apparel, flowers, programs, photographs, etc. you must “advance” details with YSNC Rentals Associate. This means you establish the product line, pricing, count-in time, and how sales will be settled. YSNC retains 20% of all merchandise sales in addition to local sales tax. It is required that YSNC / TUC sell any such merchandise.</p>	<p>You should coordinate details at least 2 weeks prior to event date.</p>		<p>YSNC Rentals Associate</p>