What type of event are you trying to hold? (choose one)

- **Campus Event**
  For all events held on campus that include advanced setup, A/V support, and/or include food or fundraising elements.

  Submit a reservation request online using the “Campus Event” template** reservations.kennesaw.edu

  AND

  Does your event include any of the following:

- **Food**
  This includes anything that isn’t brought by attendees (i.e. personal snacks)

  YES
  What kind of food are you planning on having at your event?

  NO

- **Contracts**
  This includes off-campus vendors, artistic performers (paid or unpaid), equipment rentals, etc.

  YES
  Email a campus Event Specialist, including reservation request number.

  NO

- **Fundraising**
  This includes ticket sales, opportunity drawings, donations (monetary or goods), etc.

  YES
  Complete an RSO Fundraising Approval Form. studentactivities.kennesaw.edu

  NO

- **Other Advanced Setup**
  - A/V support
  - Grills or other open flame
  - Staging/Pipe and Drape

  YES
  Email a campus Event Specialist, including reservation request number.

  NO

That’s it. If there are additional details or information needed from you to process your request, your campus Event Specialist will contact you via email.

**Reservation Changes?**
Fill out the “Reservation Cancellation or Change Request” form (minimum 2 business days before event).
studentactivities.kennesaw.edu

**Contact rsosupport@kennesaw.edu if you cannot access the reservation portal**

**RSO Event Reservation Flowchart**
Updated 2019
# RSO Event Timelines and Deadlines

Updated 2019

Use the chart below to determine how far out you should be planning for your event.

Note: planning time does not “stack”. Separate deadlines can occur concurrently.

<table>
<thead>
<tr>
<th>Planning Time</th>
<th>Item</th>
<th>Example(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SPACE CONSIDERATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Months</td>
<td>Special Location</td>
<td>Perch, Marietta Theater, Bailey, Convocation</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>Campus Event</td>
<td>Speaker, Performance, Fundraiser, etc.</td>
</tr>
<tr>
<td>2 Business Days</td>
<td>Information Table</td>
<td>Information table without advanced set up</td>
</tr>
<tr>
<td>2 Business Days</td>
<td>Simple Meeting</td>
<td>Meeting space without advanced set up</td>
</tr>
<tr>
<td><strong>SETUP CONSIDERATIONS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Month</td>
<td>Video Streaming</td>
<td>Live or recorded video services from UITS</td>
</tr>
<tr>
<td>2 Weeks</td>
<td>A/V Support</td>
<td>Microphones, speakers, lighting, etc.</td>
</tr>
<tr>
<td>1 Month</td>
<td>Open Flames</td>
<td>Grills, fire pits, etc.</td>
</tr>
<tr>
<td>1 Month</td>
<td>Campus Safety</td>
<td>Police*, EMTs*</td>
</tr>
<tr>
<td>2 Months</td>
<td>Equipment Rental</td>
<td>Tents, chairs, staging, etc.</td>
</tr>
<tr>
<td><strong>FOOD SERVICE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Month</td>
<td>KSU Catering</td>
<td>Orders placed with campus catering</td>
</tr>
<tr>
<td>2 Months</td>
<td>Non-KSU Catering</td>
<td>Buffets, cooking stations, etc. non-KSU</td>
</tr>
<tr>
<td>2 Months</td>
<td>Food Truck</td>
<td>All vehicles distributing and/or preparing food</td>
</tr>
<tr>
<td><strong>contracts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Month</td>
<td>KSU Contract</td>
<td>Approved standard KSU contracts</td>
</tr>
<tr>
<td>2 Months</td>
<td>Non-KSU Contract</td>
<td>All other contracts (vendor, artist, rentals, etc.)</td>
</tr>
<tr>
<td><strong>FUNDING/FUNDRAISING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Week</td>
<td>Fundraiser</td>
<td>Sales, donations, opportunity drawing, etc.</td>
</tr>
<tr>
<td>2 Months</td>
<td>SABAC Funding</td>
<td>Student activity fee funding for RSOs</td>
</tr>
</tbody>
</table>

*RSOs are not responsible for paying for Campus Safety costs for an event.

Helpful websites:

Student Activities (RSO Support): [studentactivities.kennesaw.edu](http://studentactivities.kennesaw.edu)
KSU Catering (event food): [catering.kennesaw.edu](http://catering.kennesaw.edu)
SABAC (event funding): [sabac.kennesaw.edu](http://sabac.kennesaw.edu)
Fiscal Services (contracts): [fiscalservices.kennesaw.edu](http://fiscalservices.kennesaw.edu)

Campus Event Specialists:

**Kennesaw**
Jenna Rehm ([jrehm2@kennesaw.edu](mailto:jrehm2@kennesaw.edu))
Melissa Sleet ([mbarre33@kennesaw.edu](mailto:mbarre33@kennesaw.edu))

**Marietta**
Jancarla Hernandez ([jhern115@kennesaw.edu](mailto:jhern115@kennesaw.edu))

**QUESTIONS??**

Email [rsosupport@kennesaw.edu](mailto:rsosupport@kennesaw.edu)
Call 470-578-6275
Visit Carmichael 226 (K), Wilson 230 (M)