

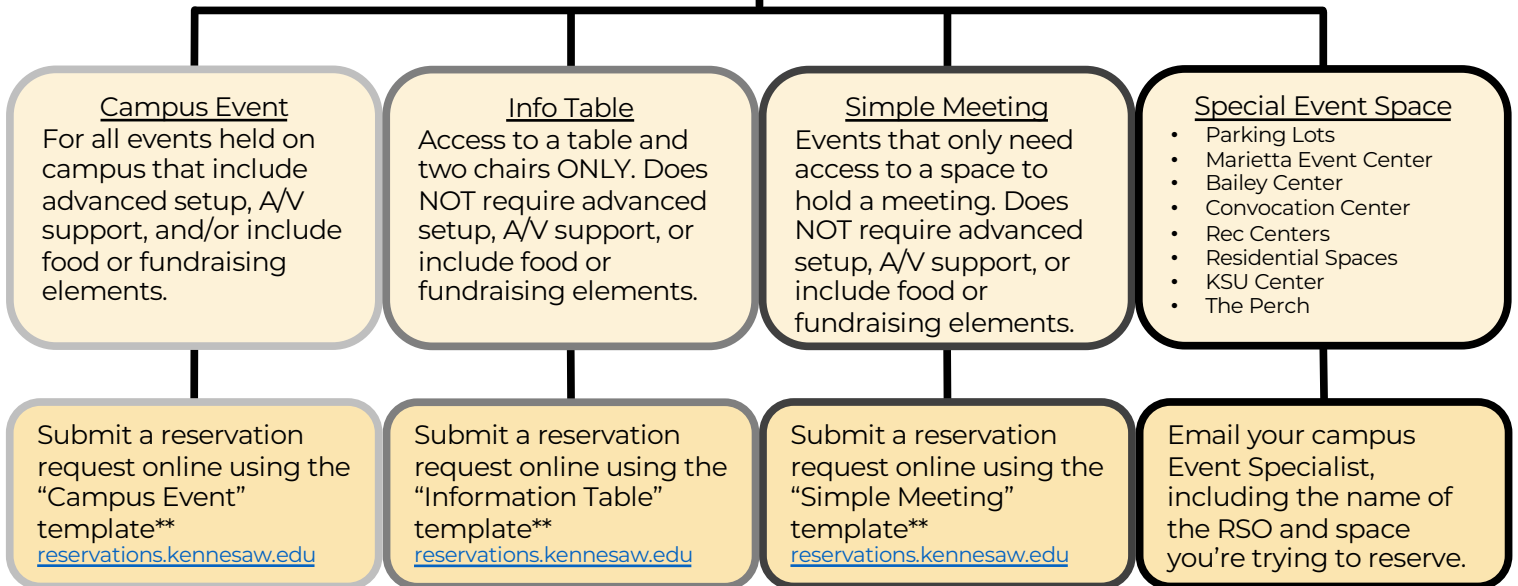
RSO Event Reservation Flowchart

Updated 2019



KENNESAW STATE UNIVERSITY

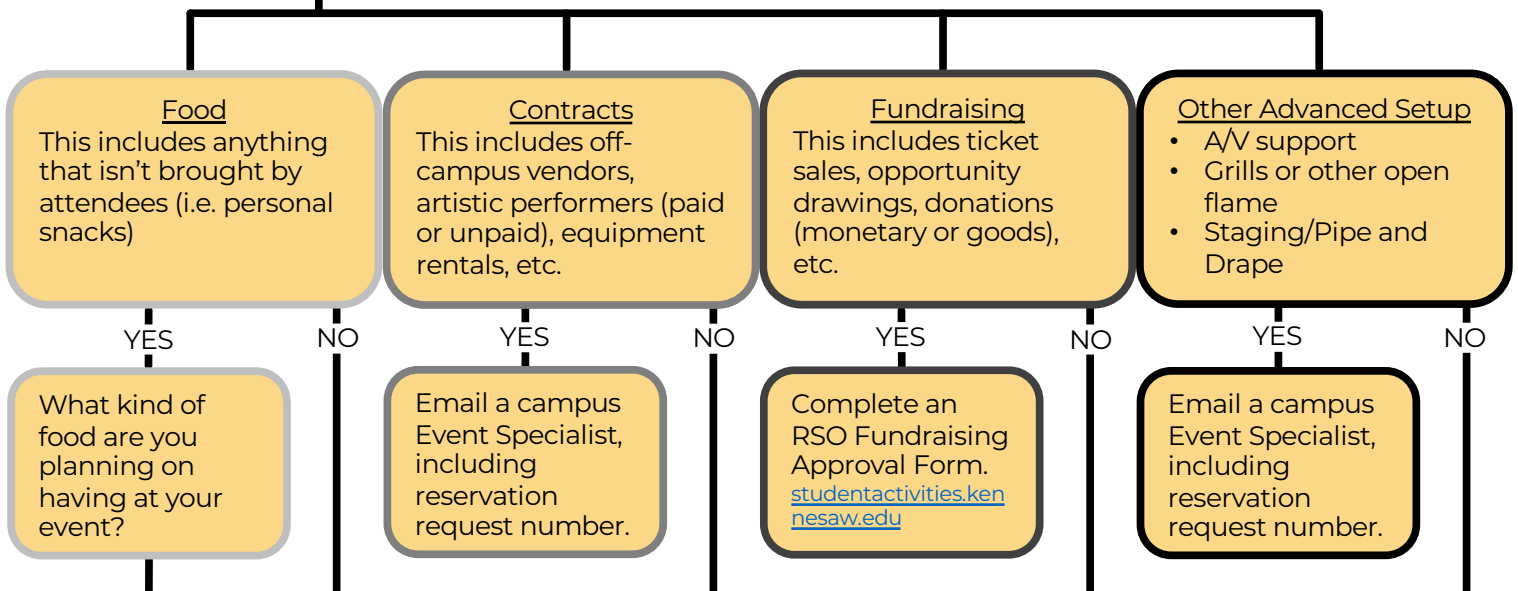
What type of event are you trying to hold? (choose one)



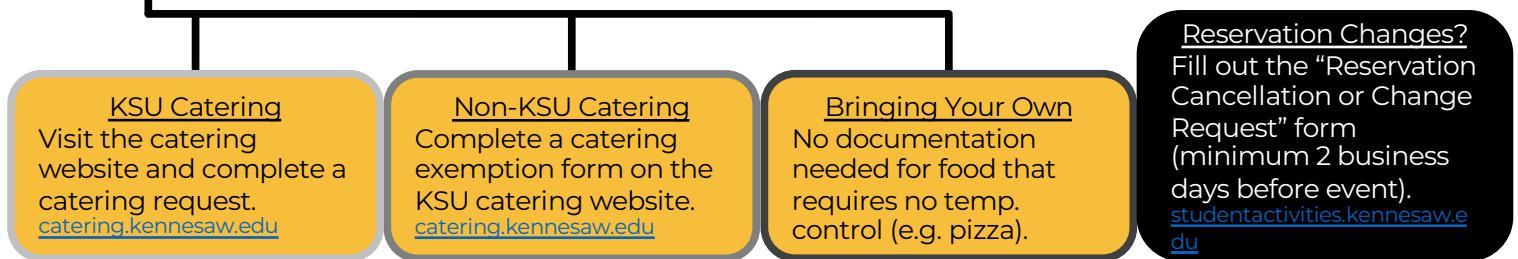
AND

Does your event include any of the following:

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



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.



RSO Event Timelines and Deadlines

Updated 2019



KENNESAW STATE
UNIVERSITY

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.

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

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

Helpful websites:

Student Activities (RSO Support): studentactivities.kennesaw.edu

KSU Catering (event food): catering.kennesaw.edu

SABAC (event funding): sabac.kennesaw.edu

Fiscal Services (contracts): fiscalservices.kennesaw.edu

Campus Event Specialists:

Kennesaw

Jenna Rehm (jrehm2@kennesaw.edu)

Melissa Sleet (mbarre33@kennesaw.edu)

Marietta

Jancarla Hernandez (jhern115@kennesaw.edu)

QUESTIONS???

Email rsosupport@kennesaw.edu

Call 470-578-6275

Visit Carmichael 226 (K), Wilson 230 (M)