

## Event Planning FAQ's

### What is an event permit?

The Event Permitting (EP) process was created to assist student organizations with event planning, with the hopes to ensure safe and successful events on campus. Once the permit request is submitted, it is sent out to various campus departments for review (i.e. Guest Services, Athletics, FSUPD, Environmental Health and Safety, etc.). The permitting process ensures that all stakeholders in the event are informed about the event and can provide the organization/department with the adequate support to make the event both safe and successful. All Event Permit requests should be submitted at least ten (10) business days in advance of your event. If your event may require a contract for DJ/artist services or rentals, your contracts and Event Permit request should be submitted at least fifteen (15) business days in advance of your event to meet contract deadlines. If your event requires a Temporary Food Permit, requests are built into the EP request system in Nole Central and are also due at least 10 business days in advance of the event. Facility request timelines vary based on departmental policies, so please check with each facility individually.

### Why does my event need an event permit?

Did you know that as an RSO officer or event coordinator that you can be held legally liable for what happens at your event? We want to help you out with the event planning process so that you can limit the liability for yourself, your organization, and FSU by partnering with us to help your event be safe and successful. Each event is different and has risks associated with it like large crowds, the potential for food-borne illness, injury, financial risks, etc. The Event Permit process allows you to work with campus partners such as FSUPD, Medical Response Unit, facility, and SAC staff which can assist you in limiting risk involved with your events. It is a checks and balances process. Once the Event Permit request is submitted, it is sent out to various campus departments for review (i.e. Guest Services, Athletics, FSUPD, Environmental Health and Safety). You can obtain Event Permit completion by submitting an EP request, making all arrangements outlined the SAC and university staff.

### What kind of events need an event permit?

Event Permits are required for any event that meets one or more of the following criteria:

Events held outdoors

Events in which food is served to the general public

Events in which large crowds are anticipated

Events that involve physical activity or in which a waiver is necessary

Events involving amplified sound (like DJs or bands)

Events that involve performers, speakers, or other acts

Events that involve one or more contracts or rentals

Fundraisers or events where money exchanges hands

Events that involve minors on campus

Events in which controversial and/or emotionally charged content may be involved

Events in which national, state, or local appointed or elected officials or candidates will be present (not SGA or RSO officers)

Events in which media will be on campus

Rallies/demonstrations held in areas other than designated free speech zones

Events in which a motion picture is being shown

### **Who can help me with event planning?**

One of your main resources is the Student Activities Center (SAC) and its staff. The SAC can provide assistance with event planning at all stages in the process. From setting event goals and conceptualizing the program to evaluation, the SAC staff can work with you to make your program a success. Contact the SAC Event Planning staff at (850) 644-6673 to make an appointment to discuss your event ideas.

### **How long does it take to approve an event permit?**

All Event Permit requests should be submitted at least ten (10) business days in advance of your event. If your event may require a contract for DJ/artist services or rentals, your contracts and Event Permit request should be submitted at least fifteen (15) business days in advance of your event to meet contract deadlines. Event Permits can usually be approved within 10 business days, but it depends on you. The quicker you make all arrangements outlined by SAC staff after you have submitted your EP request, the faster your Event Permit will be approved. For larger events, you should consider submitting your EP request well in advance of the deadline.

### **What is the University Posting Policy**

For FSU's Posting Policy and posting locations, please refer to <http://posting.fsu.edu>

**How do I submit an Event Permit request?**

For recognized student organizations, follow the instructions found in this document:

<http://union.fsu.edu/sac/wp-content/uploads/sites/7/2014/02/Event-Permit-Instructions-RSO-and-SGA-AgenciesBureaus.pdf>

**Where do I submit an Event Permit request?**

For recognized student organizations, Create An Event through your RSO's page in Nole Central:

<http://nolecentral.dsa.fsu.edu>

For FSU departments or outside organizations, fill out an easy online form at:

<https://nolecentral.dsa.fsu.edu/form/start/22918>

**Now Accepting Requests for Spring 2014.**

**Fall 2014 Books Open Monday, July 7<sup>th</sup>.**

**ALL REQUESTS MUST BE SUBMITTED ONLINE.**

**RECOGNIZED STUDENT ORGANIZATIONS:**

**Only student organization OFFICERS may request space. Please go to [nolecentral.dsa.fsu.edu](http://nolecentral.dsa.fsu.edu) to verify you are listed as an officer of your organization before requesting space. If your name does not appear in the officer's area, your request will be automatically cancelled.**

**FACULTY/STAFF/DEPARTMENTS:**

**Only requests for official university business will be granted.**