MT. SAC STUDENT LIFE OFFICE
RESPONSIBILITY • INCLUSION ADVOCACY • ENGAGEMENT

RSCO Event Guidelines 25 Live Checklist ✓

Reservation Process

- [ ] Confirm RSCO is **activated.**
- [ ] **RSCO Advisor/Co-Advisor must submit event request 12 calendar days prior to event/meeting.**
  https://25Live.college.net.com/pro/mtsac
- [ ] **Choose** event type as: **"Student Club Event"**
- [ ] **Choose** name of club/organization. *If this is a collaboration with another RSCO, please add all RSCOs participating.

- [ ] Upload **attachments** to **25Live**
  - [ ] Event Description or Event Flyer
  - [ ] Fiscal Forms
  - [ ] Risk Management Forms
  - [ ] Transportation Forms

★ **Incomplete requests will be denied and will need to be resubmitted** ★

Additional Things to Consider

- [ ] Event Description or Event Flyer
  - [ ] Full description, date, time, location, contact information, what the event includes, product, price, fundraising, etc.
  - [ ] **Flyers must be in accordance with the Publicity Directive and will be reviewed for approval.**
- [ ] Is **food** going to be provided at your event?
  - [ ] Homemade food is not permitted.
  - [ ] Please consult with RSCO Co-Lab Space staff for Food Regulations.
- [ ] Are you showing a **movie** during your event?
  - [ ] If you plan to show any film or video at a club event/meeting, you must ensure you have the necessary Public Performance Rights (PPR) from the copyright holder. Please visit the following site for more info:
    https://mtsac.libguides.com/copyright/showing-movies
- [ ] Are you **hiring** a speaker, performer, or DJ?
  - [ ] Consult with Student Life; Board of Trustees approval may be required.
  - [ ] 6 - 8 week advance planning required.
- [ ] Is this event a **fundraiser**? Money being collected?
  - [ ] Upload a **Fiscal Services Club Fundraising Form** for each day of the event.
  - [ ] Upload **Fiscal Services Cash Box/Change Form** if needed.
- [ ] If you are requesting A.S. funding, **please note this in the comment section of your 25Live request.**
- [ ] If you are requesting transportation through the Transportation Office, **please upload the Transportation Request Form to your 25Live request.**

Think Safety

- [ ] Will your event be **off-campus**?
  - [ ] **Student Travel and Medical Release** Forms must be filled out and uploaded to your 25Live request upon submission.
  - [ ] Forms **must** be distributed to the following areas:
    1. Division Office of Advisor
    2. Police and Campus Safety - Bldg. 23
    3. Advisor **must** bring completed forms on the trip in case of an emergency.
- [ ] Will your event be **on-campus**?
  - [ ] **Voluntary Participation Waiver** forms must be filled out for each participant and uploaded to your 25Live request. Forms are needed if any physical activity involving potential risks to participants.

★ **Please visit www.mtsac.edu/clubs for all forms listed in this document** ★

Questions regarding RSCO process for approvals? Contact **RSCO Co-Lab Space** at 909.274.5959
Questions regarding 25Live? Contact **Event Services** at 909.274.4797
Questions regarding fundraising? Contact **Fiscal Services** at 909.274.5515
Questions regarding safety? Contact **Risk Management** at 909.274.5198

Mt. SAC Inter-Club Council

Updated: November 2026