



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.
- ☐ Upload **attachments** to 25Live
 - ☐ Event Description or Event Flyer
 - ☐ Fiscal Forms
 - ☐ Risk Management 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?
 - ☐ Showing a movie for public performance may require a license to prevent copyright infringement. Licensing details can be found here: <https://www.swank.com/k-12-schools/copyright/>
- ☐ 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.**

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
 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

