California State University, Bakersfield
California State University, Bakersfield Foundation

VOLUME: Procedure

TITLE: University Events
DIVISION: University Advancement
DEPARTMENT: University Wide

I. The California State University, Bakersfield (CSUB) Creative Event Strategy Form (CSEF), attached, will be used for every organization/person requesting an event to be managed by Director for University Advancement Events Director (DUAE) or Office of Events.

A. The requestor must submit the Creative Event Strategy to the Vice President for University Advancement (VPUA) for approval
   1. This form must received no later than 12 weeks prior to the event for signature
   2. Work on the event will not begin until the form is completed.
   3. The VPUA will forward to DUAE once approved

B. When the CSEF is received by DUAE, a meeting to discuss the event will be set with the main contact.
   1. An event timeline will be created beginning 12 weeks from the event start date.
   2. The budget amount will be defined on the CSEF. The DUAE will develop the event based on the budget provided. The DUAE can also provide two estimated budgets for proposed events, if requested.

C. DUAE creates plan for event and obtains client approval based on level of responsibility.

D. DUAE implements approved event.

E. Event contacts will participate in post-event debriefing with DUAE and others.

II. Financials

A. Income
   1. Processing cash, checks, and credit cards – please reference Gift Processing Procedure
   2. All income will be reflected in the event budget.

B. Expenditures
   1. PO’s
   2. Direct Pay’s
   3. Invoices

HISTORY: October 12, 2009, January 6, 2010
APPROVED:
REVISION: