



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

