Office of Student Engagement
Student Club & Organization
Event Process

Step #1: Submit your Request for Space via the Event Management System

Step #2: Submit your Event Form via CoyoteConnection
*Required for Medium & High Risk Events*

Types of Events:
- **Low Risk:** Closed, General Meeting
- **Medium Risk:** Open, General Meeting
- **High Risk:** Events with several other components such as large crowds, outdoors, minors, physical activity, open to the public, etc.

Step #3 (For High Risk Events Only!)
Meet with the Special Events Committee to Discuss your Event
OSE will reach out to schedule this meeting!

Step #4:
Event Form & Space has been approved by OSE when all other campus partners approve
Office of Student Engagement

Risk Assessment

Low Risk
- Closed, General Meeting
- Only Members of Organization
- Located on CSUSB

Examples: Fundraisers, Speaker Events, Events with Food, Public Meetings, Small-Public Events (Less than 100 people), Workshops/Trainings, Lectures, etc.

Medium Risk
- Open, General Meeting
- Invites CSUSB Community (Students, Faculty, Staff)

Examples: Conferences, Carnivals, Concerts, Festivals, All-Day Events, etc.

High Risk*
- Open to the Public
- More than 100 People in Attendance
- Involves Physical Activity/Attractions
- Involves Minors
- Controversial, Sensitive Topics

Examples: Conferences, Carnivals, Concerts, Festivals, All-Day Events, etc.

*Must Attend a Special Events Meeting*

How to Access Event Form on CoyoteConnection

Step #1: Log onto CoyoteConnection
Step #2: Go to Organization Page
Step #3: Select "Manage Organization"
Step #4: Select "Events" from Menu
Step #5: Click "Create Event" Button