



ASI Event Scheduling & Management

Frequently Asked Questions

How do I check space availability?

Access the Cal Poly master calendar at events.calpoly.edu. To check the availability of a specific space on campus:

- a. Go to the [Cal Poly Events](#)¹ main page
- b. Click on the tab “Check Space Availability by Space Type” at the top of the page.
- c. On the left pane, view the options for the type of space you are looking for. Select your desired date from the calendar.
- d. The grid on the page will show you all of the reservations and openings for rooms on a specified day. Click on the space numbers on the left pane of the grid (ex: 003-213) to view pictures and details about the space.

What type of event requires an E-Plan?

Clubs: Any on or off campus event, meeting, booth, table, chalking, or sandwich board affiliated with your club.

Independent Student Organizations: Any on-campus event, meeting, booth, table, chalking, or sandwich board affiliated with your organization.

Who in my club can submit an E-Plan? Who in my club must approve my E-plan?

Anyone with a Cal Poly email log-in can submit an E-Plan for any club or ISO. However, the E-Plan must be approved by the President for ISOs and the President *and* Advisor for clubs.

How do I submit an E-Plan?

To submit an E-plan, visit [E-Plans](#)² on the ASI website.

To access the page:

[ASI Home](#)³ → Facility Reservations → E-Plans

Who at ASI can answer my questions about reservations?

The ASI Event Scheduling & Management Staff is located in the Epicenter, on the second floor of the University Union. We are open from 9am-5pm, Monday through Friday. You can also reach us by phone at (805) 756-7587 or by [email](#)⁴.

Where can I find the answers to my questions online?

The [Facility Reservations](#)⁵ page on the ASI Website has information about use of ASI Facilities (University Union, Sports Complex, Recreation Center, Mott Outdoor Basketball Courts). The online E-Plan also provides helpful information as you enter certain details about your event.

¹ Cal Poly Events - events.calpoly.edu

² E-Plans - www.asi.calpoly.edu/eplans

³ ASI Home - www.asi.calpoly.edu

⁴ Email - eplan@asi.calpoly.edu

⁵ Facility Reservations - www.asi.calpoly.edu/facility_reservations

How far in advance do I need to submit my E-Plan?

The E-Plan **Long Form** must be submitted **14 days prior to the requested date**.

The E-Plan Long Form can be used for all on or off campus events and **MUST** be used in the following instances:

- Off-campus events
- Events in large venues (Chumash Auditorium, UU 220, UU Plaza stage, Performing Arts Center, Spanos Theater, Recreation Center, Sports Complex, Mott Complex)
- Events involving:
 - Contracts
 - Paid Service Providers
 - Travel
 - Alcohol
 - ASI Staffing

The E-Plan **Short Form** must be submitted **7 days prior to the requested date** and can be used in the following instances:

- On-campus events & meetings
- Sandwich boards or tri-fold boards
- UU information tables and booths
- Events involving:
 - Food
 - Sale of merchandise
 - Amplified sound/music
 - Parking permits
 - Chalking
 - Renting sporting equipment
 - Use of Cal Poly names, symbols or marks
 - Showing a film/video
- The E-Plan Short form can **NOT** be used in the following instances:
 - Off Campus events
 - Events involving:
 - Contracts
 - Paid Service Providers
 - Travel
 - Alcohol
 - ASI Staffing
 - Events held at:
 - Chumash Auditorium
 - UU 220
 - Performing Arts Center (PAC)
 - Cal Poly Theatre
 - Mott Complex
 - Sports Complex (Clubs)

The **Reservation Fast Pass** must be submitted **3 business days prior to the requested date** and can **ONLY** be used in the following instances:

- General meetings in any applicable classroom for 2 hours or less. No food, merchandise sales, amplified sound, showing a film/video, etc.
- UU Conference Rooms (except UU 220)
- Sandwich Boards or Tri-fold Display
- UU Information Table or Booth
- Chalking (campus-wide)

How do I cancel or edit the date/time/location of my event?

If you would like to cancel or edit anything about your event, contact us by [email](#)⁴ with the requested changes. You are more than welcome to come cancel/edit your event over the phone or in person as well, but we will need the written confirmation via email.

What is included when I reserve an ASI managed space (University Union, Rec Center, Sports Complex)? Which campus space, services, equipment, or staffing will my club be charged for?

The [ASI Rate Sheet](#)⁶ is located on the ASI Website. Click on “Forms” at the top of the page, then “University Union”, then “Fee Schedule”.

The ASI Rate Sheet lists the costs for use of certain facilities as well as information about what is included when your club reserves an ASI Managed Space (room set-up, audio/visual equipment, tables, chairs, etc).

How do I reserve a department space?

If a room is not listed on the dropdown menu of the E-Plan, it is likely because the space is managed by an academic department. In order for your ASI Event Scheduling & Management to reserve the space, we will need written permission from the department. You are responsible for contacting the department directly, obtaining written permission, and providing it to ASI before the space can be reserved for you.

What do I do if my faculty advisor cannot approve my E-Plan (sabbatical, sick, out of town, etc.)?

If your faculty advisor is unable to approve your E-Plan for any reason, any Co-Advisor or Dean listed on your Club Charter can approve the E-Plan by sending an [email](#)⁴ stating their approval. If you do not have a Co-Advisor on your Club Charter, we highly suggest adding one. The Co-Advisor is not required to complete the online Club Training. Contact Club Services at 756-5807 to request to add a Co-Advisor.

We understand that the reasons your advisor cannot approve your E-Plan are often out of your control. If you're unable to reach your faculty advisor, please come talk to us in the Epicenter and we will do our best to help you.

What do I do if the room I reserved is locked?

If you arrive to your reserved room and it is locked, call UPD at 756-2281 to unlock it. Have your Confirmation Notice ready as proof that the room has been reserved for you.

When can I start making reservations for the next academic year?

May 1st is when clubs and ISOs can start entering E-Plans for the next academic year.

Can I submit an E-Plan past the deadline?

The timelines are in place to ensure that other campus entities are not affected by last minute requests. The E-Plan website will not allow you to enter an E-Plan past the necessary deadline. We request that you follow the timelines and enter your E-Plans in the beginning of your event planning process.

However, we are well-versed in the complexity of event planning. We understand that last minute issues come up and coordinating an event can be unpredictable. If you're in a bind, please come talk to us in the Epicenter and we will do our best to help you.

⁶ ASI Rate Sheet - http://www.asi.calpoly.edu/form_policies/show/473