

1  
00:00:00,800 --> 00:00:03,510  
Hello and welcome to the RSO

2  
00:00:03,510 --> 00:00:04,860  
training for large event

3  
00:00:04,860 --> 00:00:06,810  
checklists with George  
Mason University,

4  
00:00:06,810 --> 00:00:08,445  
at Student Involvement.

5  
00:00:08,445 --> 00:00:10,290  
We're going to go  
over checklists and

6  
00:00:10,290 --> 00:00:11,715  
when they come into play.

7  
00:00:11,715 --> 00:00:14,730  
Anytime you put in a  
25 live reservation,

8  
00:00:14,730 --> 00:00:16,410  
Keep an eye out  
for those e-mails

9  
00:00:16,410 --> 00:00:18,285  
from the Office of  
University Events.

10  
00:00:18,285 --> 00:00:20,910  
A checklist may be  
assigned to an event,

11  
00:00:20,910 --> 00:00:25,020  
and you must complete this in  
order to confirm the space use.

12  
00:00:25,020 --> 00:00:26,340  
As you should know,

13  
00:00:26,340 --> 00:00:28,170  
when you reserve  
a space on 25Live,

14  
00:00:28,170 --> 00:00:30,090  
it is tentative until

15  
00:00:30,090 --> 00:00:33,630  
the Office of University  
Events has confirmed this.

16  
00:00:33,630 --> 00:00:36,225  
If a checklist is not completed,

17  
00:00:36,225 --> 00:00:39,480  
the event will be  
canceled and/or postponed.

18  
00:00:39,480 --> 00:00:42,325  
However, do not wait until  
the deadline approaches.

19  
00:00:42,325 --> 00:00:43,940  
You're required to  
set up meetings with

20  
00:00:43,940 --> 00:00:45,905  
various offices and  
they may be booked by

21  
00:00:45,905 --> 00:00:47,630  
other groups or other  
meetings and may

22  
00:00:47,630 --> 00:00:49,760  
not be able to set up  
a meeting last minute.

23  
00:00:49,760 --> 00:00:52,160  
Our current recommendation  
is to set up

24  
00:00:52,160 --> 00:00:55,700  
your event into 25Live  
at least a month ahead,

25  
00:00:55,700 --> 00:00:57,185  
and begin the  
checklist requirements

26  
00:00:57,185 --> 00:00:58,700  
as soon as you get to 25Live

27  
00:00:58,700 --> 00:01:02,525  
email indicating you're  
needing to complete that.

28  
00:01:02,525 --> 00:01:05,570  
Let me show you what a  
sample will look like.

29  
00:01:05,570 --> 00:01:08,000  
Here you can see the  
sample checklist email.

30  
00:01:08,000 --> 00:01:09,140  
They'll give you a due date,

31  
00:01:09,140 --> 00:01:11,374  
talk about the ten  
business days beforehand.

32  
00:01:11,374 --> 00:01:14,120  
They'll also give you the  
Calendly link to be able to make

33  
00:01:14,120 --> 00:01:15,920  
that initial Office of

34  
00:01:15,920 --> 00:01:19,385  
University Events checklist  
meeting to begin the process.

35  
00:01:19,385 --> 00:01:20,960

Also, they'll tell you about

36

00:01:20,960 --> 00:01:23,930  
our website that I can  
show you in a moment.

37

00:01:23,930 --> 00:01:25,490  
As soon as you've talked to

38

00:01:25,490 --> 00:01:26,915  
the Office of University Events,

39

00:01:26,915 --> 00:01:29,795  
make a meeting with each  
and every required office.

40

00:01:29,795 --> 00:01:31,670  
Don't wait and then go one at

41

00:01:31,670 --> 00:01:33,859  
a time, get those completed.

42

00:01:33,859 --> 00:01:36,290  
Ensure your advisor is  
also aware they have

43

00:01:36,290 --> 00:01:39,500  
an email to also  
approve the event.

44

00:01:39,500 --> 00:01:42,660  
Let's go check out the website.

45

00:01:43,750 --> 00:01:47,015  
All right, so if you go to the Student Involvement website,

46

00:01:47,015 --> 00:01:52,140  
Registered student organizations,  
RSO information,

47

00:01:52,420 --> 00:01:56,540  
Going down to 25Live

Space Reservations,

48

00:01:56,540 --> 00:02:00,600  
25 live checklists for  
large late night events.

49

00:02:00,910 --> 00:02:04,955  
Again, we call this THE  
checklist for your events.

50

00:02:04,955 --> 00:02:07,550  
A lot of times any major  
or late night events

51

00:02:07,550 --> 00:02:10,460  
are listed as those that  
have high attendance.

52

00:02:10,460 --> 00:02:14,615  
Could include contracts such  
as DJs and performances.

53

00:02:14,615 --> 00:02:16,835  
The University  
Events office

54

00:02:16,835 --> 00:02:18,440  
will be basically you going

55

00:02:18,440 --> 00:02:20,270  
in to talk about your event  
and they'll make sure

56

00:02:20,270 --> 00:02:20,945  
that they have assigned

57

00:02:20,945 --> 00:02:23,720  
all the correct offices.  
Event services,

58

00:02:23,720 --> 00:02:26,555  
You will go in there  
and request the SERVICES.

59  
00:02:26,555 --> 00:02:27,800  
So you'll go in there and say we

60  
00:02:27,800 --> 00:02:30,320  
want this many microphones,

61  
00:02:30,320 --> 00:02:32,900  
we might need a projector, etc.

62  
00:02:32,900 --> 00:02:35,780  
And then you also MUST  
schedule an appointment.

63  
00:02:35,780 --> 00:02:38,660  
There is two steps  
for events services.

64  
00:02:38,660 --> 00:02:40,715  
Then student involvement , you will

65  
00:02:40,715 --> 00:02:42,140  
schedule an appointment  
with the SA@gmu.edu

66  
00:02:42,140 --> 00:02:45,050  
or also our RSO

67  
00:02:45,050 --> 00:02:47,420  
Lead Team: RSO@gmu.edu.

68  
00:02:47,420 --> 00:02:48,950  
We will set up an  
appointment through

69  
00:02:48,950 --> 00:02:50,270  
our Calendly and you'll

70  
00:02:50,270 --> 00:02:51,560  
be able to meet with  
us and we'll go

71

00:02:51,560 --> 00:02:53,015  
over all of your event plan,

72

00:02:53,015 --> 00:02:55,910  
talk about your  
volunteers, the food,

73

00:02:55,910 --> 00:02:59,795  
how you'll check in your  
students and the guests.

74

00:02:59,795 --> 00:03:02,540  
We can go over all the steps  
to make sure that you have

75

00:03:02,540 --> 00:03:05,825  
a safe and successful event.

76

00:03:05,825 --> 00:03:08,270  
The police, you'll  
also contact.

77

00:03:08,270 --> 00:03:09,815  
You'll tell them how  
many are coming.

78

00:03:09,815 --> 00:03:12,350  
You will have a paper and  
they will actually send you

79

00:03:12,350 --> 00:03:16,325  
a paper (document) to say how many police  
are going to be assigned (to the event).

80

00:03:16,325 --> 00:03:18,350  
They do charge for  
the police there,

81

00:03:18,350 --> 00:03:19,970  
so please make sure that you

82

00:03:19,970 --> 00:03:23,689

accommodate this in any  
kind of budgeting concerns.

83

00:03:23,689 --> 00:03:25,445  
Again, like I mentioned earlier,

84

00:03:25,445 --> 00:03:27,515  
your advisor does get an email,

85

00:03:27,515 --> 00:03:30,800  
so making sure that they are  
on top of their e-mails and

86

00:03:30,800 --> 00:03:32,735  
that they will approve (the event).

87

00:03:32,735 --> 00:03:34,895  
When you meet with the  
student involvement staff.

88

00:03:34,895 --> 00:03:37,474  
We will also see CC  
in your advisor,

89

00:03:37,474 --> 00:03:39,170  
especially if they  
have not approved

90

00:03:39,170 --> 00:03:41,150  
the event, so that  
they are sure to see

91

00:03:41,150 --> 00:03:42,755  
all the information  
and know that they

92

00:03:42,755 --> 00:03:45,455  
need to still complete  
that step for you.

93

00:03:45,455 --> 00:03:47,960  
If you have any questions  
about these checklists,

94  
00:03:47,960 --> 00:03:50,585  
we're always available  
and willing to help.

95  
00:03:50,585 --> 00:03:53,420  
Communication is key as a 25Live

96  
00:03:53,420 --> 00:03:56,585  
Representative who may  
be watching this video,

97  
00:03:56,585 --> 00:03:58,820  
You are responsible  
for ensuring that

98  
00:03:58,820 --> 00:04:00,560  
your event coordinators know

99  
00:04:00,560 --> 00:04:02,675  
that these meetings  
are needing to be done.

100  
00:04:02,675 --> 00:04:05,450  
We do not mind having  
multiple people come

101  
00:04:05,450 --> 00:04:08,105  
to these meetings so that  
everybody's on the same page.

102  
00:04:08,105 --> 00:04:11,554  
If you ever want us to  
email you any details,

103  
00:04:11,554 --> 00:04:14,180  
a lot of times we  
will send that email

104  
00:04:14,180 --> 00:04:17,180  
right after we meet so that  
you have that information.

105

00:04:17,180 --> 00:04:19,640

If you have any other questions,  
please contact the RSO Lead Team

106

00:04:19,640 --> 00:04:23,610

RSO@gmu.edu.