

Virtual Event Services

To assist student organizations and campus departments and programs, our trained team is now offering assistance with the logistics for virtual events. To request our services, please complete the form no less than two weeks prior to the event.

For inquiries or assistance, email getinvolved@csufresno.edu or call 559.278.2741 to reach our staff.

1. Organization

Fresno State department or student organization hosting event

2. Name

Full name for the point-of -contact

3. Email

Email address for the point-of-contact

4. Phone

Phone number for the point-of-contact

Event Information

5. Title

Event name as presented in marketing materials

6. Details

Brief description– include date(s), start and end time, purpose and format (i.e. webinar, panel, interactive or breakouts)

7. RSVP

Will guests be pre-registered for the event?

Mark only one oval.

Yes

No

8. Rehearsal

Will your organization need a practice run for the event?

Mark only one oval.

Yes

No

9. Recording

Are you planning on retaining a recording of the event? If so, do you have a plan to obtain approval from speakers and/or participants?

Mark only one oval.

- Yes, I am planning on recording and have a plan for obtaining approvals.
- No, I do not plan to record the event.

Size of Event

Help us prepare for the scope of your event by providing estimates and information below.

10. Number of Speakers

Individuals presenting, on-screen or leading the event

11. Number of Attendees

Overall attendance including the speakers

12. Breakout Rooms

Number of breakout sessions needed and how people will need to be divided into these sessions

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