

Submit General Meeting Requests on **April 22nd** for Fall Semester 2020!

Event Services is now working virtually and we are still here for you. Looking ahead and hoping to resume normal operations in the future, we will be accepting requests electronically for Fall general meetings.

Acceptance begins at 6:30 am on Wednesday, April 22, 2020

Please do not submit before 6:30 am, so your request is not declined/delayed.

Helpful Information

For room information, set up styles and capacities see information here:

https://theuniversityunion.com/uploads/files/Room_Setup_Style_and_Capacities.pdf

To use OPUS, you need to make sure you have an active account prior to 4/22:

https://theuniversityunion.com/uploads/files/OPUS_Tutorial_4-2020.pdf

Follow the instructions below to reserve your general meeting room:

To request space in the University Union (choose one):

1. Use OPUS – follow instructions for requesting multiple dates

https://theuniversityunion.com/uploads/files/OPUS_Tutorial_4-2020.pdf

2. Print request form, fill out manually, scan and email to events.union@csus.edu:

https://theuniversityunion.com/uploads/files/Union_Space_Request_Form.pdf

To request Classroom Space on campus (not in the Union)

Student Orgs Only

1. Fill out request form and email completed form to events.union@csus.edu

https://theuniversityunion.com/uploads/files/Space_Management_Request_Form.xlsx

Please note: When clicking on the link or copying and pasting the URL into your browser, it will pop up as an Excel file download.

NEED HELP?

For further information or assistance, including questions on the morning of April 22nd, please email us at events.union@csus.edu or leave a voicemail at (916) 278-6743 we will be happy to answer any questions you may have.