

RSO Event Requests FAQ

How can I submit an event request for my RSO?

To request an event space (for club meetings, special events, etc.) on-campus, you will use the Involve@State platform.* Once there, you will follow these steps:

1. Log into Involve@State using your MSU NetID.
2. Go to your RSO Page.
3. Select "Manage Organization." Only RSO leaders with special access (such as the President) will have this option.
4. Select 3 horizontal line icons in the upper left corner.
5. Select "Events."
6. Select the blue "+Create Event" button in the upper right corner.
7. Follow the steps on each following page.

What date range are we allowed to select for our meetings? Can we request recurring events for our weekly meetings?

- You may only select event dates that fall during the current semester.
- You have the option to choose one date, or multiple, for the event you are booking. If you would like to schedule a recurring event (weekly meetings), add each date and time to your form.

Can we select a specific room for our meetings? What if I did not get the room I requested. Why did this happen? Can I make a change to the event I submitted?

- Be sure to include a room number in your request if you would like a specific room. Please consider listing criteria for another room in case you do not get the room that your first choice so that a backup location can be chosen.
- Student life will try to get the room that you request, but if it isn't available they will try to give you another room in the same building. They will try to give you another option before denying a request.
- Please do your best not to alter a pending or existing request. Doing so will "start over" the process on your request.

*Involve@State platform: (<https://msu.campuslabs.com/engage>). Note: Please allow 5 business days minimum to process basic events (meetings, information tables, etc.) and 10-20 business days minimum for more detailed events (groups having food, outdoor events, weekend events, 5Ks, events with amplified sound, large-scale events, etc.).



For more information visit the RSO Handbook (<https://studentlife.msu.edu/rso-s/student-organization-handbook.html>). Please email Student Life at Involve@msu.edu, or the RSO Consultants at rsoconsultant.mgr@asmsu.msu.edu and rsoconsultant@asmsu.msu.edu if you have any questions.