TRITON ACTIVITY PLANNER REQUIREMENTS & DEADLINES
(Updated 2/2025)

What is TAP?

TAP stands for **T**riton **A**ctivity **P**lanner.

The TAP is an online event planning system for on-campus student organization events. It provides a central location where facility reservations, funding, technical services, contracts, and other event logistics are entered, processed, and approved. TAP is only used for on-campus student organization sponsored events. Off-campus events are <u>not</u> connected to TAP or approved by CSI advisors.

When Does an Activity Need a TAP?

The majority of activities and events require a TAP. **A TAP is needed for all on-campus events <u>EXCEPT:</u>**

- Informal gatherings that do not have a space reservation and are not advertised (ex: a few members sitting around tables in the PC Plaza discussing business)*

- Simple meetings***** not in Programming spaces (i.e. University Centers Programming Spaces and all Recreational Facilities except meeting rooms and dance rooms)

- Information-only tabling - Flyers/qr codes and collecting contact info are all ok; anything more (example: fundraiser, passing out items, sponsors/partners at table) requires a TAP
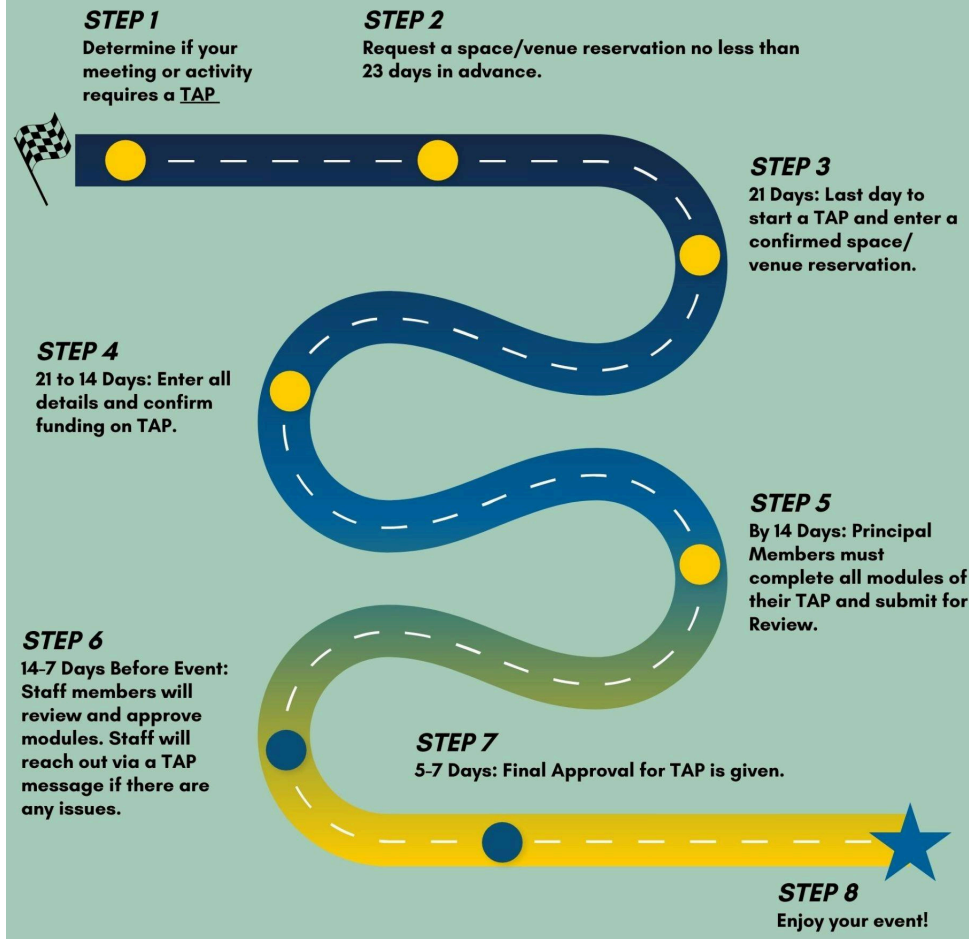
- Dance-practices (except when required by the venue)

*Simple meetings do not require a TAP unless the meeting is occurring in a University Centers or Recreation Facilities designated Programming space. A simple meeting is defined as a **closed** meeting for student organization members with no food, funding, speakers, games, initiation, interviews, auditions, rehearsals, film, or other activities.

REMEMBER: When in doubt, TAP it out! Contact your advisor at least 21 calendar days in advance if you're unsure about needing a TAP.

TAP Deadlines

- A TAP must be started no less than 21 calendar days prior to an event.
- A <u>confirmed</u> venue must be added to TAP no less than 21 days prior to an event.
- The TAP system will not allow you to start a TAP <u>less </u>than 21 days prior to your event date.
- By 14 days before your event, all modules must be completed and the TAP must be submitted by the student organization.
- If your TAP says, "In Planning," it has not yet been submitted by your organization. Student organizations must submit no less than 14 days before an event.

How to Navigate the Triton Activity Planner (TAP)

STEP 1
Determine if your meeting or activity requires a TAP

STEP 2
Request a space/venue reservation no less than 23 days in advance.

STEP 3
21 Days: Last day to start a TAP and enter a confirmed space/ venue reservation.

STEP 4
21 to 14 Days: Enter all details and confirm funding on TAP.

STEP 5
By 14 Days: Principal Members must complete all modules of their TAP and submit for Review.

STEP 6
14-7 Days Before Event: Staff members will review and approve modules. Staff will reach out via a TAP message if there are any issues.

STEP 7
5-7 Days: Final Approval for TAP is given.

STEP 8
Enjoy your event!

By 21 days Before Event Date
Principal Members must start the TAP **and** enter a confirmed venue/space reservation.
- If Space reservation confirmation is not inputted in TAP, TAP will be canceled/event needs to be postponed

Between 21-14 days
SLBO Fund Manager confirms any funding on TAP and CSI Student Organization Advisor gives the TAP preliminary reviewed status

By 14 days Before Event Date
Principal Members must complete all modules of their TAP, ensure all needed funding is confirmed/approved/deposited, invoices/expenses are uploaded, and the TAP is submitted for Review. The 14 day deadline is needed in order for the appropriate approvals to be routed, services confirmed, orders to be placed, contracts signed, funds to be reconciled, etc.

Note: Even if you have submitted the TAP before your 14-day deadline, until the advisor gives the TAP its preliminary review, the TAP reminder emails will continue to generate.

14-5 (or less) Days Before Event Date

Staff members have processed and reviewed all their modules and TAP has received final review (this sometimes happens earlier and sometimes can happen a few days later). Staff members will reach out to you via TAP message if there are any issues that need to be addressed.

TAP Questionnaire & Modules

- Embedded in TAP is a questionnaire. The questionnaire answers generate a list of Modules that will provide the necessary steps to successfully plan your event.
- TAP modules populate based on the way a student organization fills out the questionnaire section of the TAP. Depending on the complexity of an event, your TAP could have up to 12 modules.
- Each module is a "task". Once the Principal Member managing the TAP completes their portion of the modules, the module is then routed to the appropriate staff member for approval.

Venue (appears on every TAP)

- A confirmed venue (event location) must be entered into TAP no less than 21 days prior to your event.
- The Venue module is where confirmed event reservations are entered.
- For events taking place in University Centers and/or Recreational Facilities, a confirmed reservation or book #id number must be entered.
- For other locations, Facility Reservation contact information must be entered and proof of reservation must be uploaded (this can include an email from the venue).
- **Classrooms and lecture halls** managed by the Registrar's Office may only be used for *Simple Meetings, as they are not designated event spaces and unable to provide a room confirmation 21 days in advance as required by TAP.

Funding (appears on every TAP)

- The Funding module is where student organizations enter information on how they will pay for any costs associated with their event.
- If there are expenses related to your event, use the dropdown menu to select how the expenses will be paid:
    - AS Funding - if you have applied for (and are waiting to hear) or been awarded Associated Students funding
    - AS SPACES - if you have applied for (and are waiting to hear) or been awarded SPACES funding
    - Department Funding - if a department or college has awarded funding or will assist with covering expenses
    - GSA - if you have applied for (and are waiting to hear) or been awarded Graduate Professional Student Association
    - Student Organization Funding Account - If your organization will be paying out of pocket for expenses
    - Triton Community Fund - if you have applied for (and are waiting to hear) or been awarded Triton Community Fund funding

Alcohol

- Must complete and agree to this module if alcohol will be served at your event.

- An official university Alcohol Beverages Forms must be completed and approved by the facility, Vice Chancellor for Student Affairs, your CSI Advisor and the UC San Diego Police Department for the service of alcohol in any campus location or facility that is not licensed by the Department of Alcoholic Beverage Control.
- Only a university-approved third-party licensed beverage server may distribute/serve alcohol at student organization functions.
- The Alcohol module is where the approved form is uploaded.
- The Alcohol Beverages Form must be started at least 5 weeks prior to your event.

Food
- This module must be completed for all student organization activities held on campus where food is to be served.
- By completing the Food module on TAP, you are completing the University's Temporary Food Permit

Vendors
- This module is needed when a student organization is:
    - Contracting services (table & chair rentals, bounce houses, catered food , on-campus parking arrangements for special events, security services) from on-campus and/or off-campus vendors for an on-campus event.
    - You have been awarded University funding (such as AS Funding) for food and would like the University to pay the restaurant directly for the food.
    - When an event or meeting is occurring in a space outside of University Centers or Recreation (such as Great Hall, Mandeville Auditorium, etc.) and the venue is:
        - 1. Charging the organization fees related to use of the space
        - 2. The org is using university awarded funding (ex: AS funding, TCF, etc.).
- Upload an invoice or official quote from an approved UC San Diego vendor MORE THAN 14 DAYS PRIOR TO EVENT DATE.
- Contact your assigned Fund Manager in the Student Life Business Office (SLBO) with questions

Performance Agreements
- These contracts are for agreements for paid and unpaid performers (speaker, lecture, band, DJ, dance group, etc.)
- UC San Diego students, staff, and faculty members who are speaking/performing do not need performance agreements.
- Student organizations must complete the Performance Agreement module for ALL paid and unpaid performers/speakers attending a student organization sponsored event unless they are a UC staff member or employee.
- Performance Agreements are needed to protect student organizations and their principal members from liability/legal action by the performer (ex: if a performer slips and falls at your event or says the organization agreed to pay them when they did not).

Reimbursements
- This module is to be used to receive reimbursement from the Student Life Business Office for any item, service, or merchandise for which you have already paid but will be seeking reimbursement from University awarded funds (AS Funding, Triton Community Fund, EDI Fund, Departmental funding, SPACES, College Councils, etc.).

- Upload an invoice or official quote from an approved UC San Diego vendor MORE THAN 14 DAYS PRIOR TO EVENT DATE.
- Contact your Fund Manager in the Student Life Business Office (SLBO) with questions

Security
- Some events require licensed security guards. This module first requires consultation with the Facility Manager for the venue in which your student organization's event will be taking place (University Centers, Sports Facilities, Great Hall, etc.).
- Student organization events held on campus that involve required or donation entrance fees/ticket sales may require a security guard to manage capacity and collect tickets. Speak to your CSI advisor for more information.

Student Event Insurance (appears on every TAP)
- This module is where student organizations determine whether insurance is needed for their event.
- By reviewing the insurance website linked to this TAP module, student organizations will determine if 1) your event information must be submitted to the insurance company and agree to apply for insurance if needed.

Event Participant Waivers (appears on every TAP)
- This module is where student organizations determine if event participant waivers are needed for their event and agree to provide waivers if required. Also included is a link to create event waivers.

University Centers Tech Services
- If your organization has AV/tech needs, consult with and receive an estimate and tech I.D. number from a University Centers' technical staff person.

University Centers Facilities
- This module will populate if an organization enters a reservation for a space in University Centers.
- Include any details in the dialogue box that may not be recorded on your facility reservation form.
- In addition to inputting facility rental costs, also include grill rental costs in the estimate box as well. (Note: tech costs that may appear on the same form are not to be included here, only on the tech module.)

Your CSI Advisors and Student Life Business Office Fund Managers are here to assist! Please contact us if you have questions.

CSI Student Organizations Advising Team by Category
https://getinvolved.ucsd.edu/orgs/student-organization-advisors.html

SLBO Fund Manager Team
https://slbo.ucsd.edu/fund-management/team/index.html