

POLITICAL CANDIDATE VISITS AND POLITICAL FORUMS STUDENT ORGANIZATION CHECKLIST

Student organizations interested in inviting and/or hosting a political event, debate, or forum should utilize the checklist below to ensure event success. Cleveland State may not act in any way to support or endorse a particular political candidate, party, or issue. The list below has been developed to help your organization and CSU plan successful events. Please review the “Guidelines for Political Candidate Visits to Cleveland State University” in their entirety as developed by the Department of Student Life and confer with the Department on any issues related to hosting a political event.

CHECKLIST:

- The sponsoring Student Organization is a recognized student group in good standing at Cleveland State.
- The candidate(s) invited to campus must have filed for election in the state of Ohio (see NOTE below).
- The Student Organization has notified the Dean of Students of the invitation/visit at least 15 working days (Monday through Friday, excluding weekends and holidays) before the visit.
- Organizational representatives must attend an Events Management Committee no less than 10 working days before the event. The meeting, coordinated by the Department of Student Life, provides appropriate advising so that the event is planned well and implemented safely and effectively in accordance with all university policies and procedures
- The political event must be open to the entire campus community and to the public (fire code capacity rules must be observed)
- No admission fee can be charged.
- No fundraising is involved.
- No campaign literature can be distributed.
- No compensation can be paid to a candidate.
- The candidate(s) must pay for their own travel expenses, costs of personal/travel security, and rental fees for facilities.
- Candidate(s) can not have access to campus email/mailbag/distribution lists.
- Debates must include all qualified candidates.

FORUMS: Forums offer candidates a setting for delivering their message, for receiving feedback from the campus audience, and for an open airing of ideas. When hosting a forum, the CSU host student organization must:

- Include the checklist items above as well as the following suggestions for forums:
 - Include all eligible candidates in either one event or a series of individual events.
 - Be moderated in a neutral manner by a member of the campus community.
 - Include equal time for all candidates to address the audience.
 - Allow an opportunity for the audience to pose questions to all candidates.
 - Make a non-partisan announcement to invite the campus community.

NOTE: Candidates for a national, congressional, or statewide office who officially have filed in Ohio may request to have a forum on campus. When considering the request, University officials will take into account ongoing operations and previously scheduled demands on space, time and other resources. Candidates will cover their own travel expenses, costs of all security** and any other associated costs.

For additional information, to contact the Dean of Students, and to contact the Events Management Committee, call the Department of Student Life at 216-687-2048 or visit Main Classroom 106, Monday through Thursday, 8am – 6pm and Friday, 8am-5pm.