

## POLICY – Event Planning & Management

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a. : The Board of Trustees (herein referred , A T



Depending on the scale and scope of the event, it may be required to:

Convene an organizing committee and identify staff/volunteers to plan and execute the event.

Ensure all relevant University policies and guidelines are followed during the planning and execution of the event.

Develop a budget, secure financial resources, and/or fundraise. (If the last is applicable, it is required to consult with Advancement.)

Work with Procurement on arranging catering for the event; Campus Services on logistics regarding the facility; IT on logistics for audio and visual needs.

Arrange accommodation and transportation for guests.

Organize invitation list and establish mechanisms for RSVPs and/or registration.

Work with Governmental Relations and other offices when dignitaries are being invited.

Work with the Office of Communications in the design of mass communications and signage, printed or digital materials, and photography.

Work with the Office of IEP to design assessment mechanisms aiming to collect feedback on event outcomes as part of a post-event evaluation.

a.

The OC reviews event proposals to ensure alignment with the University's mission and Strategic priorities. If they have any questions, they will discuss with the responsible administrator. The OC has the following responsibilities:

To provide aid and counsel to the Event Lead, and respective organizing committee, in creating and carrying out the event planning.

To provide its expertise to train, supervise, and assist in the organization and execution of the event.

To assist in developing a communications strategy to publicize the event using, as appropriate, media relations, social media, and web-based tools such as the events calendar, campus screens, campus notices, etc.

b.

The Procurement Officer within the Finance Department has the following responsibilities:

Along with the organizing committee, to devise a budget to be approved by the responsible unit/department. Once the budget is set and the budget line to which the costs will be charged is identified, Procurement will review the list of commodities and services to be contracted.

To ensure the budget is comprehensive and includes expenses including venue rental (for events held off-campus), audio visual equipment, catering, promotion/marketing fees, and commodities to be purchased for the event or as give-aways to attendees.

To work with the Event Lead who is responsible for overseeing the event's finances and coordinating with other members of the organizing team so that everyone is aware of what expenses are allowable or not.

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c.

The CSD has the following responsibilities:

To oversee the proper use of the facilities and ensure that institutional health and safety protocols are followed; this includes working with external vendors and construction/engineering firms to ensure compliance with institutional policies.  
As per plans, to arrange the venue space and set-up/tear-down for the event.  
To oversee the usage of the gardens, fountains, plumbing, HVAC, electricity, janitorial services, parking, moving, and post

**Academic/Extracurricular Events Request Form**

Requesting Unit	
Event Title	
Location	
Date & Time	
Narrative / Description	

Services Requested	Check the Box & Add Signature
<b>Location / Venue</b> (Campus Service)	<input type="checkbox"/>
<b>Equipment / Furniture</b> (Campus Service)	<input type="checkbox"/>
<b>Audience / Invitations</b>	
<b>TECH / IT</b>	
<b>OC Coverage / Services</b> (OC Request form)	
<b>Volunteers</b> (Students Affairs, Students Government)	
<b>Budget / Financial Resources</b> (Finance)	
<b>Catering/Transportation/Accommodation</b> (Procurement)	