



ASUN Operating Procedure – 12,001

Operating Procedure Synopsis

Title: Events Management Standards

Approval Date/Revision Date(s):

Review Date(s): 4/2018; 7/2019, 7/2020, 7/2021

Executive Cabinet Liaison: Vice Chancellor for Leadership and Community Engagement

Responsible Manager: Vice Chancellor for Leadership and Community Engagement

A. Purpose and Scope

The purpose of this procedure is to ensure that special events meet certain standards of professionalism with regard to venue, presentation, refreshments, and overall appearance. Individuals involved in fulfilling the requirements of this operating procedure include the Vice Chancellor for Community Engagement, the Director of Food Services, designated individuals based upon need, and Physical Plant staff.

B. Definitions

“Special Events” include but are not limited to:

- Internal events such as convocation, commencement, and end-of-year picnic;
 - Special meetings such as those of the Board of Visitors and Board of Trustees; and
 - Community events such as ribbon-cuttings, open houses, fundraising events, etc.
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C. Procedures

Special events shall be planned through the Vice Chancellor for Leadership and Community Engagement. The Vice Chancellor for Leadership and Community Engagement shall work with the facilitator/organizer to determine the best venue, space, date, and time for the event. Once a date is determined, the Vice Chancellor for Leadership and Community Engagement shall place the event on the campus calendar and notify members of the faculty, staff, and the community accordingly. If added attention is needed, the Vice Chancellor for Leadership and Community Engagement shall notify individuals as quickly as possible.

The Vice Chancellor for Leadership and Community Engagement, with guidance from the Chancellor, will determine if food service shall be provided in-house or through a caterer. If food service shall be provided in-house, the Vice Chancellor for Leadership and Community Engagement shall immediately contact the Director of Food Services.

The Vice Chancellor for Leadership and Community Engagement shall work directly with the Physical Plant regarding basic setup of the space selected, including cleanup and placement of furniture.

* All ASUN students, faculty, staff and administrators are expected to adhere to operating procedures.

The Vice Chancellor for Leadership and Community Engagement is responsible for decorations, including table coverings. Physical Plant staff shall assist with decoration of the event space.

D. Related Information
