



ASUN Operating Procedure – 12,002

Operating Procedure Synopsis

Title: Campus Events Calendar

Approval Date/Revision Date(s): 8/2018

Review Date(s): 10/2019, 11/2019, 9/2020

Executive Cabinet Liaison: Vice Chancellor for Leadership and Community Engagement

Responsible Manager: Vice Chancellor for Leadership and Community Engagement

A. Purpose and Scope

This procedure outlines the process for using the Campus Events Calendar. Proper utilization of the Campus Events Calendar is essential to its functionality and to the efficient management of campus resources. Adherence to this procedure is also essential to the complete dissemination of information and organization of institutional services. Individuals involved in fulfilling the requirements of this operating procedure include all faculty, staff and Campus Events Calendar authorized administrators.

B. Definitions

Campus Events Calendar – the calendar displayed on the ASUN portal main page and accessible for editing at events.asun.edu.

Non-Academic Resource – a room or space on campus that is not primarily designated as a classroom.

Academic Resource – a room or space on campus that is primarily designated as a classroom.

Non-Resource Events – events not associated with a resource but rather encompassing an entire campus or the entire university (i.e. Academic Calendar dates).

C. Procedures

1. The primary purpose of the Campus Events Calendar is to centralize and streamline the process for reserving campus resources. The Campus Events Calendar also serves as a shared events calendar for ASUN faculty, staff and students. Consequently, all events involving use of a campus resource and significant Non-Resource Events should be noted on the calendar.
2. To reserve a Non-Academic Resource or add a Non-Resource Event to the Campus Events Calendar, email the following information to the Dean for Community Engagement, Jonesboro Academic Coordinator or Marked Tree Campus Manager:
 - a. Name of event
 - b. Date and time of event (time for setup/tear down may be included in the same request but should be noted separately)
 - c. Contact name, phone number and email address
 - d. Number of people attending

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

- e. Room/space requested
 - f. Special requests regarding seating and setup
3. Responsibility for inputting events in the Campus Events Calendar is as follows:
 - a. Non-Academic Resources:
 - i. Newport: Vice Chancellor for Leadership and Community Engagement
 - ii. Jonesboro: Academic Coordinator
 - iii. Marked Tree: Campus Manager
 - b. Academic Resources and Non-Resource Events related to Academic Affairs (i.e. Academic Calendar dates): Assistant to the Vice Chancellor for Academic Affairs
 - c. Non-Resource Events related to Student Affairs: Assistant to the Vice Chancellor for Student Affairs
 - d. Workforce Training Center events: Assistant to the Vice Chancellor for Workforce Development
 - e. All other Non-Academic Resources and events: Vice Chancellor for Leadership and Community Engagement
4. When entering events into the Campus Events Calendar, utilize the following guidelines:
 - a. Input events as soon as possible upon receipt of request. Timely inputting of events is essential to the efficient functioning of the Calendar.
 - b. Enter the shortest complete title for the event. Consider how event titles will appear on the main page of the ASUN portal.
 - c. Enter the most complete information possible in all other fields, including seating required, whether special setup is necessary, and contact person's name, phone number and email address.
 - d. For events requiring setup/tear down, block time separately. Again, consider how the event will be displayed on the ASUN portal.
5. Although Non-Academic Resource Events and Non-Resource Events are visible on the main page of the ASUN portal, the Campus Events Calendar is not primarily intended for notification.
 - a. Food Services requests should be submitted to the Director of Food Services using the Food Service Request form.
 - b. Special requests for Institutional Services should also be submitted directly to the Director of Physical Plant.
 - c. Requests for support from Information Technology should be submitted using the ITS Support Page.
 - d. Other methods of communication should be used to distribute information about campus events to faculty, staff, students and members of the public.
6. Not all events on the Campus Events Calendar will be publicly posted on ASUN.edu. Requests for events to be posted on the external ASUN.edu calendar should be submitted via the web update ticket system located at support.asun.edu.

D. Related Information
