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## **ASUB Standard Operating Procedure – 7001**

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### **Standard Operating Procedure Synopsis**

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Title: **SCHEDULING MAJOR EVENTS**

Approval Date: December 7, 2022

Revision Date, if applicable: March 5, 2025

Review Date(s): Dec. 6, 2023; Aug. 7, 2024; Jan. 1, 2025; Jan.14, 2026

Annual Review Month: December

Responsible Officer (RO): Vice Chancellor for Student Services

Standard Operating Procedures Manager (PM): Dean of Students

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### **A. Purpose and Scope**

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To coordinate the management of events (i.e., meetings, gatherings, activities, facility use, etc.) that are expected to require considerable college resources and human capital, this procedure outlines the process for scheduling a major event on any of Arkansas State University-Beebe's campuses. 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 building managers.

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### **B. Definitions**

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*Major Event* – an event (i.e., meetings, gatherings, activities, facility use, etc.) with an estimated attendance of 100 or more attendees to be held on any of ASU-Beebe's campuses; or an event of major importance to the operations or traditions of the college; (e.g., faculty development days, Vanguard Summit/Assembly, open registration days, new student orientation sessions, move-in days, high school recruitment days, Ag Day, welcome week, Harvest Fest week, family week, wellness week, Lecture-Concert Series events, fine arts department (e.g., band, choir, theatre) performances, commencement exercises, program recognition ceremonies (i.e., nursing pinning, EMT coining, MLT coating, honors program banquet, John Deere program banquet, etc.), scholarship award/recognition events, student awards presentations, and community festivals/banquets.

*Campus Event Calendar* – the master calendar of all facility usage and events (i.e., meetings, gatherings, activities, etc.) on any ASU-Beebe campus.

*Major Event Schedule* – a pre-approved list of major events of the college to be planned collectively in collaboration among the various hosting offices and the facilities and events committee. Any event approved to be placed on the major event schedule by the facilities and events committee for the upcoming year shall be considered approved to be placed on the campus event calendar.

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## **C. Procedures**

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### **Annually Setting the Major Event Schedule**

1. All offices/departments/programs of ASU-Beebe are required to submit a request to host any prospective major event for the upcoming academic year before May 1 to the Office of Student Life detailing the expected name of the event, date, times, facilities, attendance, and a short description of the event.
2. The Office of Student Life will provide a standardized form to receive and guide event coordinators in submitting major event schedule requests. After May 1, the facilities and events specialist will draft a schedule of events in coordination with dates from the ASU-Beebe holiday calendar provided by the Office of Human Resources, the ASU-Beebe academic calendar provided by the vice chancellor for academics office, and all submitted major event requests for the upcoming academic year.
3. Between May 15 and June 1 of each year, the committee will coordinate with offices to finalize a major event schedule for the upcoming academic year. Once the committee endorses the major event schedule, the chair and the committee's executive sponsor shall request for the major event schedule to be an agenda item for review and endorsement by the Executive Council. Once the major event schedule is endorsed by the Executive Council, the included events will be considered approved and placed on the campus event calendar by the facilities and events specialist.
4. The Office of Student Life will notify respective offices of the approval and direct them to complete the "*Event Setup and Catering Request Form*," as needed.

### **Adding a Major Event to the Campus Event Calendar**

All requests to host a major event on any ASU-Beebe campus, whether organized by internal offices or external partners, must be approved through the procedures outlined for "changing dates for an approved major event." However, when notified for endorsement via email, the facilities and events committee shall have seventy-two (72) hours to respond for adding new major events to the campus event calendar.

## Changing Dates for an Approved Major Event

1. In the event, an office/department/program of ASU-Beebe needs a change in the date of a major event, once approved by the facilities and events committee, the office must submit a change request to the Office of Student Life.
2. The facilities and events specialist will review the campus event calendar for any potential conflicts with any established major events, set up for any established major events, or potential attendees.
  - a. If no conflict in the requested change is noticeable, the facilities and events specialist will forward the request via email to the facilities and events committee, marked urgent, for endorsement for a 24-hour period.
  - b. If no objections are raised, the request will be considered and approved, and the facilities and events specialist may make the change to the campus event calendar.
  - c. If there are objections, the facilities and events specialist should follow procedures as if there was a noticeable conflict on the calendar.
3. If there is a noticeable conflict, the facilities and events specialist will notify the chair of the facilities and events committee and a meeting/email between the concerned committee members and the event coordinator will be organized to address the concerns. If the conflict cannot be resolved between the two parties, the chair shall call a special meeting of the facilities and events committee to discuss the requested change.

## Additional Information

Please seek guidance from the Office of Student Life if there are any questions about reserving space or scheduling a function or event at any ASU-Beebe campus.

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### D. Related Information

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ASU-Beebe campus event calendar:

<https://www.asub.edu/calendar/>

ASU-Beebe Facilities & Event Services:

<https://www.asub.edu/facilities-event-services/>