Standard Operating Procedure

SOP Title: **On-Campus Event Request**

Division/Dept.: **Administrative Services**

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Date Created: **March 30, 2016**

**Purpose and Scope:** State the intent, objectives and extent of coverage of the SOP.

The purpose of the on-campus event request procedure is to ensure that employees obtain the necessary approvals to sponsor campus activities, and that set up requests are communicated to the respective departments. The scope of this procedure reaches to those who seek approval for on-campus events.

An activity is considered an event when one or more of the following are true:

- There is a request for extensive facilities or IT set up. This includes extra tables/chairs/projectors/sound that are not permanently in the space.
- The public is invited. This does not include small meetings/tours.
- The activity takes place after business hours (not building hours) and/or on weekends. This does not include athletic in-season practices or games during regular business hours.

For activities that do not meet the above criteria please, please use the online room scheduler to schedule your room. Requests for rooms not available for scheduling should be emailed to Cory Feller for room scheduling. (Commons, Cafeteria, Theater, Gym, etc.)

**Procedural Steps & Responsibilities:** Document specific, procedural, step-by-step instructions. List titles and departments responsible for specific aspects of the SOP.

1. Prior to completing the online Event Request Form, check the online room scheduler to verify the desired room is available for the date and time requested.
2. Complete the online Event Request Form. (If the activity is a student life event, complete the paper Student Life Request Form and follow the Student Life Request procedure. This would include student club activities, field trips, etc. This form is located on Employee Central under Student Services.)
3. Once the online Event Request form is approved by the supervisor and the respective facilities director, the event will be entered in the EMS room scheduler. Automated reports will generate emails to the requesting employee and work orders will be sent to the facilities and IT departments for set up. The requesting employee will receive a confirmation of the room reservation. The email will also include instructions to:
   - Send an all employee or student email invitation or announcement as appropriate
   - Enter the event or announcement into the online Northland Today events calendar
   - Submit the event to the Northland at Work Newsletter
   - Submit campus TV monitor requests using the digital signage request form
4. If food is to be served at the event, campus food service has the first right of refusal to provide food for events. A separate form needs to be completed. The Catering Request form is in Employee Central under Food Service.

**Note:** If alcohol is to be served for an on-campus event, the system 5.18 policy and procedure or college policy and procedure 1070 and 1070P must be followed.

**Associated Documents:**
- Event Request Form
- Notification List:

**Revision History:**
Revised: 12/3/19: Updated Author/Department, defined “Event”. Added college communication process.