

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

PROCEDURE NO. 37

TITLE: College Event Planning

EFFECTIVE DATE: May 1, 2015

PROCEDURE

1. PURPOSE

To provide guidance and formalize the responsibilities of each area of the College in event planning.

2. SCOPE AND APPLICABILITY

This procedure applies to all faculty, staff, and students, as well as student, faculty and staff organizations involved in hosting College events.

3. DEFINITIONS

A. Owner of the Event

- i. Appropriate area Supervisor who identifies goals, establishes date, physical location of the event, and notifies/confirms event with Regional Director of Operations and/or President's Office.

B. Chair of the Event

- i. Selected by the Owner of the Event and is also referred to as the Event Coordinator. The Chair drives the efforts of the planning of the Event.

C. Event

- i. A planned occasion or activity, especially one that is important or noteworthy which may occur on a regular or recurring basis involving students, staff, faculty and/or external community members, i.e. graduation, convocation, student awards, pinning ceremonies, orientation, open houses, etc.

4. PROCEDURES

- A. Event Identification and Goal Setting – This CP begins with the owner of the event completing the following tasks:
 - i. identify goal(s) of the event;
 - ii. establish date(s) and location(s) for the event;
 - iii. notify the Office of Communication for dissemination to the Cabinet for approval, if needed;
 - iv. notify/confirm information about the event with the President's Office (especially if President needs to be in attendance); and/or

- v. post information on the College Calendar at www.newriver.edu
- B. Committee Selection** – The owner of the event selects committee members to drive the efforts of planning the event. The owner of the event:
 - i. selects a chair to function as the event coordinator;
 - ii. with the event coordinator schedules an initial committee meeting;
 - iii. with the event coordinator defines the responsibilities of the committee to include:
 - a. coordinating event activities;
 - b. determining the event budget; and
 - c. following College Procedures including the purchasing manual
 - vi. with the event coordinator assigns sub-committees (as needed) which may include:
 - a. host committee;
 - b. communication committee;
 - c. program/ceremonial committee;
 - d. facilities/security committee;
 - e. technology committee; and/or
 - f. other subcommittees appropriate for the specific event.
- C. Budget Development** – The Event Coordinator will set a budget deadline in which each sub-committee will project budgets and provide information to the Coordinator. Budget approval is needed before moving forward.
- D. Pre-Planning Task List** – The Task List will assist committee members in completing needed responsibilities. The list will vary by event and is to be used as a guide. (Task List Attached.)
- E. Event Critique** – Post event activities will include the Event Coordinator scheduling a follow-up meeting to discuss successes and challenges of the event planning. Tasks to include as part of the post event activities include:
 - i. thank you letters and/or notes; and/or
 - ii. posting of photos on website, Facebook, etc.
 - iii. providing Regional Director of Operations with follow-up information for future use

RELATED POLICIES AND/OR PROCEDURES: BOG Policy 10, Alcoholic Beverages; BOG Policy 12 Use of Institutional Facilities; BOG Policy 29 Purchasing; Operating Rule 21 Travel; A.200 Drug-Free Workplace; A.400 Fundraising Policies and Guidelines; C.400 Drug-free Campus; C.700 Security Needs and Policy for After Hour Events; D.1100 Vehicle Management Policy; D.1500 Travel Rule Policies and Procedures; E.700 Campus-wide Tobacco Usage; Procedure 1 Travel; Procedure 12 Drug-free Workplace; Procedure 35 External Public Relations

RESPONSIBLE OFFICES: Office of Communications

Approved by: President’s Cabinet, President’s Extended Cabinet

**NEW RIVER COMMUNITY AND TECHNICAL COLLEGE
TASK LIST
(date)**

Task	Responsible Parties	Due Dates	Notes
Determine date, set time	All Committees, President		
Schedule of Meetings	Co-Chairs		
Communicate date to college community	Co-Chairs		
Volunteers to support each committee/event	Co-Chairs, Committee members		
Identify Macebearer and Marshals	Co-Chairs, President		
Research appropriate facilities	Committee Members		
Make decision of which facility to book	Committee Members		
Volunteers for the Event	Committee Members		
Community involvement – RCC	Committee Members		
Community involvement – GVC	Committee Members		
Community involvement – MCC	Committee Members		
Community involvement – NCC	Committee Members		
Event critique	Committee Members		
Speech preparation for multiple speakers	Communication Committee		
Reminder announcements	Communication Committee		
Regalia rental announcement	Communication Committee		
First internal announcement	Communication Committee		
Reminder announcements	Communication Committee		
Program – hard copy and electronic	Communication Committee		
Media/Public Relations	Communication Committee		
Reserve facilities and rooms needed	Facilities/Security Committee		
Parking, and security arrangements	Facilities/Security Committee		
Equipment and logistical arrangements	Facilities/Security Committee Technology Committee		
Flowers and decorations for events	Facilities/Security Committee		
Arrange for Medical Emergency Personnel	Facilities/Security Committee		
Arrange for Custodial Services as Needed	Facilities Security Committee		
Update databases	Host Committee		
Save the date cards	Host Committee		
Special Invitation to Emeritus	Host Committee		
Mail Invitations	Host Committee		
Process RSVP's	Host Committee		
Reception arrangements	Host Committee		
Gifts for platform guests	Host Committee		
Thank you letters/notes to speakers	Host Committee		
Display President's memorabilia	Host Committee		
Compile list of institutional and delegate invites.	Host Committee, President		
Compile general invitation list	Host Committee, President		
Determine Theme of Event	President/Event Owner		
Music Recommendations and Arrangements	Program/Ceremonial Committee		
Determine elements of format and ceremony	Program/Ceremonial Committee		
Platform selection	Program/Ceremonial Committee		

Select speaker	Program/Ceremonial Committee		
Request speaker bios	Program/Ceremonial Committee		
Select Master of Ceremony	Program/Ceremonial Committee		
Processional arrangements	Program/Ceremonial Committee		
Auditorium seating and arrangements	Program/Ceremonial Committee		
Sound and technical arrangements	Technology Committee		
Photography/Videography	Technology Committee		