

Approved by RHU Administrative Board on October 22, 2024

EVENT PLANNING POLICY

Title:	Event Planning Policy
Policy Number:	GA 53/08.18
Effective Date:	September 2018
Approval and Review:	Revised and approved on October 22, 2024
Issuing Authority:	Development - Communication and Alumni Relations Office

1. RATIONALE

This policy provides a framework to assist University's academic and administrative units in scheduling their events. RHU hosts a wide range of events, including seminars, workshops, competitions, and recreational activities. While some events are organized on behalf of the University as a whole, many are coordinated by individual colleges, departments, and student organizations. Proper coordination is essential to avoid scheduling conflicts, as minimizing overlaps helps maximize participation and contributes to the overall success of each event.

2. POLICY

The RHU Event Calendar is managed by the Office of Communication and Alumni Relations and maintained by the RHU Information Technology Department on the University website. All academic and administrative offices, as well as student organizations, may refer to this calendar when planning events.

All events must be uploaded to the calendar. An event is not considered officially scheduled unless **both** of the following steps have been completed:

1. The event has been approved and added to the RHU Event Calendar.
2. The specific facility or location has been reserved.

Scheduling of Events

Events will be scheduled on the Campus Master Calendar according to the following priorities, listed from highest to lowest:

1. **Events included in the Academic Calendar**, such as Commencement, Orientation, Founder's Day, etc.
2. **Campus-wide events**—academic, administrative, or student-led—that are open to all students, faculty, and staff and serve a broad, inclusive purpose, such as Nazek Rafik Hariri Distinguished Lecture Series, Open House, Job Fair, or Orientation.
3. **Closed events** organized by colleges, academic or administrative offices, or student organizations (clubs and societies) that involve limited participation, such as events restricted to specific programs, genders, or organizational members.

To schedule an upcoming event, please follow these steps:

1. Notify the RHU Office of Communication and Alumni Relations of your planned event via email **at least one week before** the event. If the Office of Communication and Alumni Relations needs to

develop a poster or other promotional materials for the event, **notification must be provided at least two weeks in advance**. The office will check for potential scheduling conflicts and confirm venue availability.

2. If the proposed event conflicts with other scheduled events, the Office of Communication and Alumni Relations will advise the organizing unit to select an alternative date based on availability in the Event Calendar.
3. Await a response from the Office of Communication and Alumni Relations.
4. The Office will coordinate with the RHU IT Department to post the event on the RHU website.
5. The Office of Communication and Alumni Relations will promote the event on relevant social media platforms, as appropriate.
6. In the event of a cancellation, the Office of Communication and Alumni Relations must be informed immediately.

Scheduling time frames:

To ensure sufficient time for the development of required materials—such as posters, digital signage, website banners, and invitations—and to allow for proper communication of the event, organizing units should adhere to the following planning timelines:

- **Campus-wide events** must be communicated to the Office of Communication and Alumni Relations **at least one month before** the event date.
- **Closed events** must be communicated to the Office of Communication and Alumni Relations **at least two weeks before** the event date.

Event Approvals

- Academic units must obtain approval for proposed events from the Chairperson of the relevant Department, Dean of the College, and the Vice President for Academics.
- Non-academic units must obtain approval from the Vice President overseeing the unit.
- Recognized student societies must obtain approval for proposed events from the College Dean and Department Chair. This applies to events and activities held both on and off College property.
- Recognized student clubs must obtain approval for proposed events from the Student Affairs Office.
- Events may be denied if they do not align with the College's priorities and policies.
- Events may be denied if they conflict with previously scheduled events.
- The organizing academic or administrative unit reserves the right to limit attendance and participation to specific groups, such as college students, faculty, and staff.

Event Posters

- All academic and administrative units are encouraged to develop posters for their events. Posters serve as an effective way to inform RHU community members of upcoming events and to promote them to external audiences. Posters can be printed for display on campus, published on RHU digital signage, or shared online via the RHU website and social media platforms.
- The RHU Office of Communication and Alumni Relations provides design services to assist units in developing posters. To request design support, units must complete a **Design Request Form (DR)**, secure the necessary approvals, and submit it to the Communication and Alumni Relations Office. Depending on the complexity of the design and the current workload, poster production may take up

to one week. Please refer to the **RHU Design Services Policy** for guidance on content control and approval.

- Academic and administrative units that choose to develop their posters must comply with **RHU Brand Identity Guidelines** to ensure the University brand is consistently represented across all media, both print and digital, on- and off-campus, to internal and external audiences. Posters developed by the unit **must be submitted to the Office of Communication and Alumni Relations for approval at least one week before** the event. All hard copies must be stamped by the office before being posted on campus.

Important Considerations

- **Alcohol:** No alcoholic beverages may be served at events on campus.
- **Security:** Events—especially those open to the public—may require additional security. Security arrangements must be coordinated with RHU Administration.
- **Setups and Equipment:** The organizing unit or student group is responsible for contacting the appropriate office(s) for all setups, equipment requests, or food service requirements.
- **Decorations:** Posters, decorations, or other materials should not be attached to walls or doors of college facilities.
- **Property Responsibility:** RHU is not responsible for any materials or outside equipment left in buildings overnight or during holidays and semester breaks.
- **Damages:** The organizing unit or student group will be held financially responsible for repair costs if RHU equipment or property is damaged.
- **Cleanup:** The organizing unit or student group must coordinate with Campus Support Services for the removal of all materials after the event.
- **Noise:** All programs should be conducted in a manner that does not produce excessive noise or disrupt others.
- **Food Service and Catering:** Policies concerning food service, catering, or outside catering must be directed to the Purchasing and Procurement Office. Catering requests require **one to two weeks' notice**, depending on the complexity of the request. Last-minute requests may not be accommodated.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of all RHU colleges, departments, and offices to familiarize themselves with the University's Event Scheduling Policy as it pertains to their area of work, and to fulfill their responsibilities in reviewing petitions and completing the required forms accordingly.

4. RELATED DOCUMENTS

- > University Communication Policy
- > University Design Services Policy
- > University Brand Identity Guidelines
- > Design Request Form (DR)

5. APPROVAL AND REVIEW

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