EVENT PLANNING POLICY

Title:	Event Planning Policy
Policy Number:	GA 53/08.18
Effective Date:	September 2018
Issuing Authority:	Development - Communication and Alumni Relations Office

1. RATIONALE

This policy delineates a framework to assist University academic and administrative units in scheduling their events. The range of events organized at RHU is diverse and include seminars, workshops, competitions, and recreational events. Whilst many events are held on behalf of the University, as a whole, many more are organized by colleges, departments and student organizations. Events need to be well coordinated to ensure there are no conflicts. Avoiding conflicts between events will maximize on community members' participation which is of essence to the success of any event.

2. POLICY

The RHU Event Calendar is maintained by RHU Information Technology Department on RHU website. All academic and administrative offices and student organizations can refer to this calendar while planning their events. All events are uploaded to this calendar. Events shall not be considered officially scheduled unless the following two steps have been accomplished:

1) The event has been approved and placed on 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 in accordance with the below listed priorities from highest to lowest:
- Events included in the Academic Calendar such as: Commencement, Orientation, Founder's Day etc.
- Campus-wide events, academic, administrative, or student that has a primary purpose and equal and open participation by all students, faculty and staff such as: Job Fair, Homecoming.
- Closed events organized by college, academic or administrative offices, and student organizations (club and society), and involve limited campus participation, i.e. only open to engineering students, only open to women or men, only open to members of a club or society, etc.

Scheduling Procedures

To schedule an upcoming event, follow the steps below:
- Visit the RHU Events Calendar on RHU website and check that your planned event does not conflict with other scheduled events and make sure that a venue is available.
- Advise the RHU Communication and Alumni Relations Office of your upcoming event by sending an email and awaiting their confirmation.
- Proceed with the venue reservation by sending an email to Campus Support.
- Wait for the event to be uploaded to RHU Event Calendar before announcing the event. The RHU Communication and Alumni Relations Office will coordinate with RHU IT Department to post the event on RHU website.

- RHU Communication and Alumni Relations Office will post the event on social media platforms as appropriate.
- In case of event cancellation the Communication and Alumni Relations and the Campus Support offices need to be notified immediately.

Scheduling time frames:

In order to provide enough time to develop the required designs (poster, digital signage, web site banner, invitation) and communicate the event adequately, it is very essential for the organizing units to be aware of the following time frames for planning and scheduling their events.
- Campus-wide events need to be communicated to the Office of Communication and Alumni Relations at least <u>one month</u> prior to event date.
- Closed events need to be communicated to the Office of Communication and Alumni Relations at least <u>two weeks</u> prior to event date.

Event Approvals

- Academic units must receive approval for proposed events from the Dean of the College and Chairperson of the Department concerned.
- Nonacademic units must receive approval from the VP to which the unit reports.
- Recognized student societies must receive approval for proposed events from the College Dean and Department Chair. This applies to events and activities held on or off college property.
- Recognized student clubs must receive approval for proposed events from the Student Affairs Office.
- Events may be disproved if they do not meet or are not consistent with the college priorities and policies.
- Events may be disproved if it will conflict with previously scheduled events.
- The organizing academic and administrative unit reserves the right to limit attendance and participation to college students, faculty, and staff.

Event Posters

- All academic and administrative units are encouraged to develop posters for their events. Posters provide an effective way to alert RHU community members of an upcoming event and promoting them to the external audience. Posters can be printed for posting on campus or published on RHU Digital signage screens or shared online on RHU website and social media platforms.
- RHU Communication and Alumni Relations Office will provide design services to assist academic and administrative units in developing their posters. The unit is required to fill out a Design Request Form (DR) and secure the necessary approvals then submit the form to the Communication and Alumni Relations Office. A poster may require up to one week depending on the quantity and the complexity of the design project and the design jobs pending in queue. Please refer to RHU Design Services Policy for important considerations regarding content control and approval.
- Academic and administrative units wishing to develop their own posters are required to abide by RHU Brand Identity Guidelines to ensure that the RHU brand is strongly and consistently entrenched across different medium, print and digital, on- and off- campus, to the inside and outside audience. Posters need to be approved by RHU Communication and Alumni Relations Office. Hard copies will be stamped by the office before posting on campus.

Important Considerations

- NO ALCOHOLIC BEVERAGES may be served at events on the campus.

- Some events especially those open to the public require additional security. Security issues are coordinated by the Campus Support Services.
- The organizing unit or student group is responsible to contact the appropriate office(s) for all setups, equipment requests or food service requirements.
- Posters, decorations or other materials should not be attached to the walls or doors of college facilities.
- RHU is not responsible for any materials and/or outside equipment left in the building overnight or during holiday and semester breaks.
- The organizing unit or student group will be held financially responsible for the costs of repairs if RHU equipment or property is damaged.
- The organizing unit or student group must coordinate with the Campus Support Services for the removal of all materials at the conclusion of the event.
- All programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to others.
- Policies concerning food service, catering or outside catering must be directed to the Purchasing and Procurement Office. Requests for catering requires a one to two weeks' notice depending on the complexity of the catering request. Last minute requests of any type may not be able to be honored.

3. STAKEHOLDER IMPACT AND SCOPE

It is the responsibility of each RHU colleges, department, offices to familiarize themselves with RHU University Event Scheduling Policy relevant to their area of work, and execute their responsibilities in reviewing petitions and completing forms accordingly.

4. RELATED DOCUMENTS

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

5. APPROVAL AND REVIEW

Approved by RHU Administrative Board on October 22, 2024