

Standard Operating Procedure

SOP Title: **On-Campus Event Request – (NON STUDENT LIFE)**
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. On-campus event requests should be submitted and authorized at least 2 weeks PRIOR TO YOUR EVENT to allow enough time to communicate and set up for requests. Do not advertise your event until you have received confirmation that your event has been authorized and scheduled. The scope of this procedure reaches 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 facilities or IT setup. 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.
- The activity is to take place in a room that is not available for scheduling (Commons, Cafeteria, Theater, Gym, etc.)

For activities that do not meet the above criteria please, please use the online room scheduler to schedule your room.

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 On-Campus Student Life Event Form and follow the Student Life Request procedure. This would include any on-campus student activities. This form is located on under Documents & Forms under Student Life & Student Services.
<https://www.northlandcollege.edu/employees/documents-forms/>
3. Once the online Event Request form is approved by the supervisor and the 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. Do not advertise your event until you have received confirmation that your event has been authorized and scheduled.

5. 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 online Catering Request form needs to be completed.
<https://www.northlandcollege.edu/employees/documents-forms/>

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.

Revised: 12/31/23: Updated activities