

## **The Office Of University Events**

### **Standard Operating Procedures**

1. **Objective:** To establish guidelines and procedures for all simple meetings, university events, or presidential event.

2. **Procedures:**

#### **2.1 Booking**

There are three types of bookings that can be made by KSU faculty, staff, and student organizations.

- 1) **Simple Meeting-** A simple meeting does not require any set up, special audio or visual needs, parking, will not have any food or catering, or any additional support from any other campus entity. Simple meetings are booked as a reservation and the space can be directly booked. They do not need prior approval. Registered student organizations may not book simple meetings.
- 2) **Campus Event-** Requires setup, special audio and/or visual needs, parking, food/catering, or additional support from any other campus entity. Campus Events are booked as requests. Campus events include all registered student organization reservations.
- 3) **Presidential Event-** Any event that requires the presence of the President of KSU must go through the Office of University Events.

Every request or reservation must be submitted via Virtual EMS (VEMS) for any KSU faculty, staff, or registered student organizations. All requests must be made at least 30 to 90 days in advance, depending on the scope of the event. Event requests will be reviewed by University Events and the requester will be notified that the request has been received. Once the event coordinator has all the information needed, including a signed contract by the host, the event will be confirmed or denied via email. Any modifications after a request is confirmed must be submitted by email to the event coordinator. An event that is modified or cancelled within 48 hours of the start of the event may result in monetary charges to the requesting organization.

KSU recognizes university departments, offices, or registered student organizations may sponsor non-affiliates seeking to hold events on campus. The sponsor accepts full responsibility for all stages of planning including execution of the event. Facility fees, event support fees, and auxiliary support fees may apply for such events.

#### **2.1.2 Event Integrity Statement**

# Navy Standard Operating Procedure Examples

**D Kirk**

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