

**CENTRAL TEXAS COLLEGE
EVENT CALENDAR STANDARD OPERATING PROCEDURE**

I. PURPOSE:

To develop process and procedures for central campus event calendar, available on the CTC website.

II. SCOPE:

This policy applies to all departments and divisions on Central campus, including the Mayborn Planetarium & Space Theater and college-sponsored student organizations.

III. POLICY

All events held on campus will be consolidated onto a web-based event calendar. Event organizers are responsible for submitting events to this calendar at least one month prior to the date of the event. Calendar submission does not preclude other responsibilities and coordination, to include audio-visual, facilities and marketing/media relations coordination (see attachment for coordination details). Requests for marketing and publicity support will not be completed until the event has been entered and approved for the calendar.

The purpose of the event calendar is to provide greater visibility for all campus events, enhance campus-wide coordination of events and to prevent potential conflicts. It will also allow campus support organizations and leadership a “big picture” view of day-to-day activities and events to anticipate need for staff resources.

IV. PROCEDURES:

1. The Marketing and Outreach office has overall responsibility for calendar oversight.
2. Anyone can submit an event to the calendar via the public calendar web page. Events submitted will be reviewed and either approved, modified and approved or disapproved by the category administrator.

Category	Types of events	Administrator/POC	Submissions from Guests?
Academic Calendar	Term dates, registration dates, exams, financial aid cutoffs, etc.	Student Services	No
Campus Events	Events for students and/or the general public	Marketing & Outreach AND Student Life	Yes
Continuing Education	Continuing Ed. Calendar	Continuing Education	No
Faculty & Staff	Training, Benefits, Other Staff & Faculty events	Employee Training	Yes
KNCT	KNCT fm and KNCT tv schedules and events	KNCT	No
Planetarium	Public shows School shows (private—staff view only)	Planetarium	No

3. You may submit your event on the calendar webpage at www.ctcd.edu/datacalendar . Assistance is available by calling 526-1999 or 526-1224.

CENTRAL TEXAS COLLEGE

Event Planning Checklist

Action	Who to Contact
Check event calendar for possible conflicts	www.ctcd.edu/calendar
Room Scheduling	Kerstin.Brooks@ctcd.edu or 526-1259
Submit event to calendar	www.ctcd.edu/calendar
Clear event with Risk Management	Deborah.Shibley@ctcd.edu or 526-1347
Inform Campus Police of event	Campus.Police@ctcd.edu or 526-1200
Arrange for facilities management support: Reserved parking? Tables/Chairs/Setup support	Facilities.management@ctcd.edu 526-1366
Audio/Visual Support	Mark.Plasterer@ctcd.edu or 526-1537
Catering	Great Western Dining, Valerie.fulmer@ctcd.edu or 526-1844
Marketing/publicity support: <ul style="list-style-type: none"> • Newslink, Student email Newsletter, press releases/press coverage, web coordination • Flyers/posters/invitations/certificates or other DTP needs 	Bruce.Vasbinder@ctcd.edu or 526-1224 Donna.Duran@ctcd.edu or Bobbi.Shaw@ctcd.edu