

## Visitor and Event Policy and Procedures

This document is meant to provide clear outlines that distinguish responsibilities of staff in an effort to direct faculty to the appropriate support services. When planning an event or class visitor, it is imperative that faculty members know both what the total budget is, as well as the correlating index. Without budget information, we will be unable to support any activities. In addition, support for faculty-sponsored events will be subject to an existing calendar comprised of school-wide initiatives and annual SOJC events (such as endowed lectures), Commencement exercises, and other events that fit the strategic goals of the school. To see what events are already taking place, you can visit our planning calendar, which can be found on the SOJC website under the “Faculty & Staff” menu.

### Services Provided:

- The top priority of the Events Manager is to support external facing and school-wide events, as guided by the Dean.
- If you are bringing a visiting lecturer to campus for a specific course or hosting an internal event, the logistics should be vetted through Melody Olmsted in the Faculty Services Office.
- The SOJC Events Office will support no more than two external events per week in an effort to both provide adequate support to each event, but also to inhibit competing interests for our students. This does not include class visitors/internal events as arranged by Melody.
- To ensure the quality of our services, event requests that have not been submitted at least four weeks out from their proposed date will not be accepted.
- Prior to the first planning meeting with support staff, faculty members must complete the Event Intake Form.
- Before the Events Manager begins work on a faculty-sponsored project, they must have an approved budget and index for the event. The budget authority must approve the use of funds before planning begins. Email documentation will be accepted.

### What is an external event?

An external event is any activity sponsored by the school, in full or in part, which creates an experience for students, faculty, and staff members to engage with educational material but is also open to the public. While an event may include a visitor, it also has external-facing components and aligns with school-wide priorities.

### Examples:

- Public lecture/seminar
- Film screening
- SOJC sponsored social events



### Go to Emma Oravec

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### Services Provided:

- Event planning
- Reservations for rooms
- Ordering catering
- Developing programming
- Coordinating travel and accommodations

### What is an internal event?

An internal event refers to any activity that involves a specific class or an exclusively internal audience. A visitor does not have external audience components, and is brought in mainly to provide professional input for students. These events support faculty in their endeavors and enhance the quality of education for our students.

### Examples:

- Class visitor
- Sequence meetings
- Visiting faculty



### Go to Melody Olmsted

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### Services Provided:

- Organizing meetings
- Reservations for rooms
- Ordering catering
- Honorarium contract coordination
- Coordinating travel and accommodations

For all events, please begin by filling out the intake form, prior to your first planning meeting with support staff.