INTRODUCTION

1.01 OSU Institute of Technology will routinely host special events that contribute to the development of OSUIT’s stature in the higher education community and its regional influence and thought leadership in the economic and workforce development arena. These campus events advance the institution and foster relationships that increase knowledge and support of the OSUIT mission with key stakeholder groups, including industry partners, government officials, alumni and friends, media, and community members.

1.02 Such events may include but are not limited to classroom dedication, building dedication, ribbon-cutting, unveiling, fundraising efforts, campaigns, capital projects, endowments, milestones, visiting dignitaries, alumni groups, designated honorees, and other donor recognition plans approved by senior administration.

1.03 In order to ensure that these events are well coordinated, strategically organized, planned and conducted in a safe and orderly fashion, a standing committee referred to as the Institutional Event Planning Committee (IEPC) has been created to provide oversight and execution of the event plan.

1.04 Established by the President, the IEPC is an ongoing formal group made up of various staff, representing academic and service units across campus including but not limited to: Physical Plant, Marketing & Communications, Emergency Management, Campus Police, Technology Services, Fiscal Services, the Assistant to the President, as well as a member(s) of the Oklahoma State University Foundation (OSUF) that support and may regulate some of these events. The committee serves as administrative support coordinating infrastructure and logistics of certain events.

1.05 The IEPC role, function and oversight is, and will remain, separate from all campus recruiting, retention and enrollment management departmental special events and activities. The underlying framework of the IEPC in its decisions regarding a request for a special event is based on the guidelines that follow below.

POLICY

2.01 Although every event may have different requirements, coordination of all events will be handled by the IEPC and its co-chairs, whereby senior administration has granted approval.
2.02 Depending on the nature of the event and to ensure strategic coordination, a minimum of 12 weeks prior notice may be required for planning. Events may be delayed, postponed or denied should sufficient notice, campus calendar, President’s schedule, other or any unforeseen issue arise resulting in such decision or action.

2.03 Use of OSUIT areas and facilities for all such events shall be in accordance with and adherence to OSUIT Policy & Procedure Letters; Use of Campus Facilities – Policy 3-032, and Extracurricular Use of Campus Facilities or Areas for the Purpose of Expression – Policy 3-033.

PROCEDURES

3.01 Institutional event requests will be submitted by the requestor/requesting unit through an online form at osuit.edu/eventrequest. Submitted requests will be brought before senior administration for consideration and approval.

3.02 Once approved, the IEPC co-chairs will begin coordinating routine meetings with the IEPC committee. If the event request is related to a donor recognition activity, the IEPC co-chairs will facilitate an initial discussion with OSUIT’s development officer and the OSUF event planner to determine scope and funding.

3.03 If the President’s attendance is requested, his/her office scheduler will be notified by the IEPC before approval can be granted. Notice of approval will be sent via email once the event has been accepted by all approving parties.

3.04 The IEPC will determine the date of the event and outline all aspects of the execution, assigning roles and responsibilities for the implementation of the plan. A sample document of event planning considerations is appended.