

SPEAKER AND SPEAKER SCHEDULING POLICY

In an effort for the College to better utilize all its resources and make its events as successful as possible, the Cabinet has put together a list of "Blackout Dates" and approved the following procedure:

During the timeframe of **Level 1 Major College Events**, other events/activities/games cannot be scheduled.

During the timeframe of **Level 2 College Events**, additional department coordination is needed to book other events/activities/games.

The procedure for booking events will be the same – the person only needs to coordinate with Conferencing and they will communicate with designated departments if need be. Spaces must be reserved in EMS a minimum of **two weeks** before the event, and details of needs (AV, food, setup, etc.) must be requested a minimum of **one week** before the event. (This includes the Level 1 and Level 2 listed events.) Each department will try to support event requests made after those deadlines to the best of their abilities and resources.

The other criteria for hosting events on campus:

- Any outside campus-wide speakers (i.e., speakers whose talk will be open to the entire community, rather than speakers for individual courses or department-specific events) must have Cabinet approval. All faculty and staff are expected to exercise prudential judgment when inviting speakers to campus, even for individual courses and departmental events, and to avoid inviting those speakers whose presence may be reasonably construed as evidencing a disregard for the mission and values of the College
- All events must have the appropriate number of Faculty/Staff chaperones present for the duration of the event as directed by Student Life.
- Events cannot be advertised around campus or via the College FYI until it is an officially booked event (with an EMS confirmation email) and met with approval. Information should be provided to Marketing & Communications in a timely fashion for help in promoting the event.

This is **not** to limit the number of events that happen on campus, but to better utilize the College's resources and give every single event the attention it deserves.

Level 1 Major College Events:

Other events/activities/games cannot be scheduled during the same timeframe.

- Fall Athlete Move-in: 8am-5pm
- New Student Move-in: 8am-5pm
- Opening All-School Mass and Convocation: 8am-5pm
- Home Football Games: 12-5pm
- Board of Directors October meeting: all day Friday
- Homecoming: All day Friday and Saturday
- Presidential Scholarship Competition: All day Friday and Saturday
- Symposium
- Discovery Day: 8am-5pm
- Honors Convocation: 5pm-12am
- Springfest

- Study Days/Finals
- Senior Brunch and Baccalaureate: all day
- Commencement: all day
- SOAR: all day Friday and Saturday
- Alumni Reunion: all day Friday and Saturday

Level 2 College Events:

Additional department coordination is needed to book other events/activities/games during the same timeframe.

- Family Weekend: All day Friday and Saturday
Departments: President's Office & Campus Activities Board
- Mother-Son/Father-Daughter: 5pm-12am
Department: Campus Activities Board
- Scholarship Ball: All day Saturday
Department: President's Office
- Little Sibs: All day Friday and Saturday
Department: Campus Activities Board
- Life Teen: All Week
Department: Conferencing

Return to Faculty Handbook main page