



**Morehead State University
College of Science & Technology
Standard Procedure**

Type: Process
Process: Event Scheduling

Background/relevant information:

All on campus events (other than the regular schedule of classes or class related activities) [University Center and Conference Services](#) (UCCS) **must** be notified. Their webpage includes additional helpful information for planning an on-campus event.

Process:

Before finalizing a date for your event, consult the [University Calendar](#) to determine possible conflicts with previously scheduled events on campus. A date should be chosen that does not conflict with an existing large event.

Contact [University Center and Conference Services](#). Be sure to discuss the following items with conference services personnel:

- Room availability and reservations (if outside of Department/College)
- Technology and equipment needs. Another point of contact for IT needs is the Director of IT Customer Services at 783-5292.
- Parking & busing issues. An additional point of contact for parking & busing issues is the MSU Chief of Police at 783-2822.

Submit [Departmental Event](#) online form to the Office of the Dean. The Office of the Dean will:

- Schedule the DSCT Dean and/or request President or Provost participation at the event if applicable.
- Publicize the event on the DSCT webpage and social media if appropriate.
- Submit event to be included on the University Calendar online at <http://www.moreheadstate.edu/calendars/> if appropriate.

Contact [MSU's contracted food vendor](#) for catering needs. If your event is not being held in ADUC and you do not wish to utilize MSU Catering, you must complete the food waiver form on the UCCS website.

Contact the Office of Enrollment Services (ES) if the event involves high school or other prospective students. ES may wish to schedule a time during your event to speak with the students and/or obtain contact information to do future targeted recruitment.

Contact the [Eagle Card Office](#) if printing or copies will need to be made outside of the academic department during the event.

Contact the [Office of Communications and Marketing](#) for assistance in preparing advertising, scheduling a photographer for the event, and assisting with news releases before or after the event.



If the event is open to the community, contact the Morehead Chamber of Commerce at (606) 784-6221 for inclusion on their [community events page](#). Also, if it is an event that is expected to bring a large number of people from outside the community or it includes an “on their own” meal, the Chamber staff will alert members of the possible increased traffic into area business and restaurants. The Morehead Tourism Webpage <http://www.moreheadtourism.com> provides information concerning restaurants and lodging that may be helpful to the event participants.

Copy of Departmental Event Online Form:

Department:

Personnel completing the form:

Title of Event:

Date of Event: [None]  

Time:

Place:

Expected Participant Type:

- 1. Campus Faculty/Staff
- 2. Current Students
- 3. Prospective Students
- 4. Advisory Committee Members
- 5. Morehead Community
- 6. Other

Expected Number of Participants:

Dean, Provost, President Participation:

- 1. YES
- 2. NO

If Yes, Who and how would you like them to participate in the event?

Additional Information: