

SUBJECT:	<b>Event Support Standard</b>	CREATED:	12/22/2023
CATEGORY:	Events Management	REVISED:	2/21/2024
		APPROVED:	2/21/2024
		EFFECTIVE:	<b>1/01/2024</b>

### PURPOSE:

The Event Support Standard has been established to help the Events Team determine the level of support they will provide to each College of Pharmacy event due to the high volume of events that the college hosts throughout the year. It will also help individuals or departments/units requesting event support to know what level of support to expect from the Events Team for a specific event.

### STANDARD:

Events will be reviewed and categorized by the Office of the Dean. This policy outlines the different levels of support that can be provided by the College of Pharmacy Events Team.

#### TIER 1:

- Full support from the Events Team
- Events Team will be the main points of contact to manage the event
- Events Team will be on site for the event
- Budget will be in the Events Team budget
- Minimum advance notice for a new event is 6 months
- Events with external funding may be charged for the Events Team time and effort

#### TIER 2:

- Intermediate support from the Events Team
- Events Team will support the main point of contact for the event, but will not be the primary planners of the event
- Primary planner for the event will be able to select **five** options from the list of services the Events Team will provide
- The Events Team will handle those five options in correspondence with the primary planner, and the primary planner will handle the rest of the event responsibilities
- The five options will be determined in the initial meeting with the primary planner so everyone involved knows who is responsible for each task
- Events Team will not be present for the event
  - Main point of contact for the event can request the Events Team's presence, but it cannot be guaranteed
  - This will be determined by the Dean and Event Manager
  - Tier 1 events will take priority and an assessment of all events will take place if the Events Team's presence is requested

**TIER 2 (CONTINUED):**

- Budget will be in the department's/unit's budget
- These events must complete the [Event Request Form](#)
- Minimum advance notice for a new event is 6 months
- Events with external funding may be charged for the Events Team's time and effort

**TIER 3:**

- Modest support from the Events Team
- Events Team will support the main point of contact for the event, but will not be the primary planners of the event
- Primary planner for the event will be able to select **three** options from the list of services the Events Team will provide
- The Events Team will handle those three options in correspondence with the primary planner, and the primary planner will handle the rest of the event responsibilities
- The three options will be determined in the initial meeting with the primary planner so everyone involved knows who is responsible for each task
- Events team will not be present for the event
  - Main point of contact for the event can request the Events Team's presence, but it cannot be guaranteed
  - This will be determined by the Dean and Event Manager
  - Tier 1 events will take priority and an assessment of all events will take place if the Events Team's presence is requested
- Budget will be in the department's/unit's budget
- These events must complete the [Event Request Form](#)
- Minimum advance notice for a new event is 6 months
- Events with external funding may be charged for the Events Team's time and effort

**TIER 4:**

- Basic support from the Events Team
- Events Team will support the main point of contact for the event by providing information on vendors, possible event locations, and their respective contact information
- Primary planner will be responsible for managing vendor communications
- Events Team will not be present for the event
- Budget will be in the department's/unit's budget

**EXISTING EVENTS:**

Existing events have been evaluated by the Dean and Event Manager to assign each to a tier. Tier 2 and Tier 3 events will need to complete the [Event Request Form](#) in order to provide the Events Team with information relevant to the event for that specific year. This must be submitted at least 6 months in advance of the intended event date.

**NEW EVENTS:**

New events will be assigned a tier during the event approval and fund verification process through the Dean, Executive Director of Finance & Administration, and Event Manager. New events must be submitted at least 6 months in advance of the intended event date.

**NEW EVENT EXAMPLE:**

1. Complete the [Event Request Form](#) (event description, budget, funding source, etc.)
  - a. If you will be requesting funding from the College, you will need to have a conversation with the Dean prior to submitting this form
  - b. This must be completed at least 6 months in advance of the intended event date
2. The proposed event is reviewed by the Event Manager
3. Event Manager will discuss the event with the Dean and assign a tier
4. Upon approval of the event budget, the Event Manager will then pass it to the Associate Director of Finance and Executive Director of Finance & Administration for fund verification
5. Upon fund verification and final review, an approved event will be assigned a budget (if applicable)
6. The Event Manager will provide a list of services that the Events Team can provide for the event
  - a. For Tier 2 and Tier 3 events the selections for which services the Events Team will provide will be decided in the initial meeting about the event following these steps

**SPECIAL INSTRUCTIONS:**

If you are unsure of what tier your event has been assigned, you can request this information from the Event Manager. All events are reviewed by the Event Manager, Executive Director of Finance & Administration, and the Dean. Tiers are subject to change per review of the event by the Event Manager and the Dean.