

Elizabethtown College Event Planning Tiered Scheduling Approach

Scheduling of College Events occurs via a prioritized, “tier” process in the academic year prior to events as outlined in this document. (Note: The specific scheduling timeline will be re-evaluated annually.) College events on the tier list are scheduled after classes; academic events that meet a graduation requirement; and athletic games, tournaments, and practices. Spaces needed for classes will take precedence, and events may be relocated when the class schedule is finalized.

The tiers, guiding principles used to determine which events fall in a particular tier, and scheduling submission timeline follow. Appendix 1 includes a representative list to illustrate the types of events that fall into each tier.

SIGNATURE COLLEGE EVENTS
Scheduled through first business day of December
(Entered in 25Live by Scheduling Office)

Which events qualify as Signature College Events?

- Events defined as fundamental to the core mission and function of the College.
- Events that are specifically designed to benefit the community as a whole.

Signature College events will be scheduled by the facilities scheduling office by the first business day of December each year.

Offices that coordinate these events will be sent an event confirmation from the scheduling office.

These Signature College events will have no competing events.

PLATINUM EVENTS

Scheduled through first business day of December
(Entered in 25Live by Scheduling Office)

Which events qualify as Platinum Events?

- Events that are fundamental to the core mission of the institution and/or have a large attendance or significant draw on resources.

Platinum College events will be scheduled by the facilities scheduling office by the first business day of December.

Offices that coordinate these events will be sent event confirmation from the scheduling office.

These events may have minimal competing events, with the SVPAA and VP of Student Life providing a final decision in cases of conflict. The Vice Presidents will also negotiate through cross-departmental coordination, as necessary.

GOLD Tier Events

Calendar open December through first business day in February for events in the next academic year; Confirmation by third week in February

(All Gold-Tiered events must be submitted via 25Live by the sponsoring department/unit.)

Which events qualify as Gold Events?

Gold Tier events include events that meet at least two of the following three requirements:

1. Event that is *essential* to the function/operation/mission of any department/unit/center
2. Event that requires a large or specialized event space
3. Event with a history of large attendance (250+)

These events must be submitted by a staff person from the coordinating department/unit, beginning on the first business day in December through the first business day in February for the next academic year. Competing events should be minimized, and collaboration is encouraged. The SVPAA and VP of Student Life will be available to resolve conflicts.

Individuals who submit a request that does not meet the Gold Tier criteria prior to the first business day of December will have the request cancelled and be asked to resubmit their event at the appropriate date.

Departments may place one date on hold per event during the initial window.

Silver Tier Events

Calendar open third week in February through first business day in April for events in the next academic year. Confirmation by third week in April.

(All Silver-Tiered events must be submitted via 25Live by the sponsoring departments.)

Which events qualify as Silver Events?

Silver Tier events include events that meet all of the following requirements:

1. Events that are *important* to the function/operation/mission of any department/unit/center
2. Event with a history of large or specialized space usage
3. Event with a history of large attendance (100+)

These events must be submitted by a staff person from the coordinating department/unit, beginning the third week in February through the first business day in April each year. Competing events should be minimized, and collaborations are encouraged. The SVPAA and VP of Student Life will be available to resolve conflicts.

Individuals who submit a request that does not meet the Silver criteria prior to the third week in February will have the request cancelled and be asked to resubmit their event at the appropriate date.

Departments may place one date on hold per event during the initial window.

All Other College Events

Calendar opens the third week in April for events in the next academic year.

General scheduling for departmental events, meetings, and chartered student organizations* may begin in the third week of April each year.

(Note that one week is allowed between the Gold and Silver tier so that the scheduling office has time to make all the entries and resolve any conflicts.)

Events in this tier will be processed in the order in which they are received.

Individuals who submit their request prior to the third week in April will have the request cancelled and be asked to resubmit their event at the appropriate date.

Departments/units may place an alternate date on hold for their event at this time including events in the Gold and Silver Tier.

*All recognized student organizations may submit their request for recurring meetings on the first day of classes for the current semester.

APPENDIX 1. Representative List of Events in the Various Tiers.

Signature Events List

This list is intended to be representative, not all-inclusive.

Convocation
Baccalaureate
Commencement – Traditional and School
Reflections, Graduate Fair & Rehearsal
Hooding Ceremony for Graduate Programs
Endowed Lectures – Kreider, Leffler, Ranck, Ware
Scholarship & Creative Arts Day
Etown Explore and Exchange
Events related to hiring/retiring, installation of the College president

Platinum Events List

This list is intended to be representative, not all-inclusive.

Admissions Open House
Accepted Students Day
Board of Trustees Meetings
Employee Christmas Lunch
Hall of Fame Banquet
Homecoming
Jay for a Day
MLK Events
New Student Orientation

OSA Signature Events (Mr. Etown, Price Is
Right, TGIS)
Dining Services Theme Night
Spring Student Awards Day
Star Athletic Celebration
Summer Creative Arts & Research Program
Senior Week Events
Thanksgiving Dinner
Woodrow Wilson Lecture

Gold Tier Events Lists

This list is intended to be representative, not all-inclusive.

Academic Department Days

A Capella Showcase

NCAA Compliance Meetings

Center Events (CGUP, Young, BWH, CCCE)

Department Fairs (Career, Majors and Minors, Graduate School/Internship, Health and Helping Professions, study abroad, etc.)

Emotion

Employee Retirement Celebration

FAPA Events

High Family Business Center Events

M&M Mars Lecture Series

Employee Professional Development Day

Relay For Life

Into the Streets

Student Life Events

Silver Tier Events List

This list is intended to be representative, not all-inclusive.

Athletic Tail-Gate Events
Athletic Team Banquets
Faculty Assembly Meetings
Global Film Festival
Group Fitness/Fitness Staff Events
Health Promotions (SWAG) Events
Intramural Sports Competitions
Office of Student Activities Events

Professional Development Events
Presidential Enrichment Lecture Series
Student Senate Meetings
Donor/Scholarship Luncheon
Staff Council Meetings
Special Dinners (e.g., First Year,
Sophomore Year, What Matters to Me,
CCCE Recognition Dinner, etc.)