

The Office Of University Events

Standard Operating Procedures

1. **Objective:** To establish guidelines and procedures for all simple meetings, university events, or presidential event.

2. **Procedures:**

2.1 Booking

There are three types of bookings that can be made by KSU faculty, staff, and student organizations.

- 1) **Simple Meeting-** A simple meeting does not require any set up, special audio or visual needs, parking, will not have any food or catering, or any additional support from any other campus entity. Simple meetings are booked as a reservation and the space can be directly booked. They do not need prior approval. Registered student organizations may not book simple meetings.
- 2) **Campus Event-** Requires setup, special audio and/or visual needs, parking, food/catering, or additional support from any other campus entity. Campus Events are booked as requests. Campus events include all registered student organization reservations.
- 3) **Presidential Event-** Any event that requires the presence of the President of KSU must go through the Office of University Events.

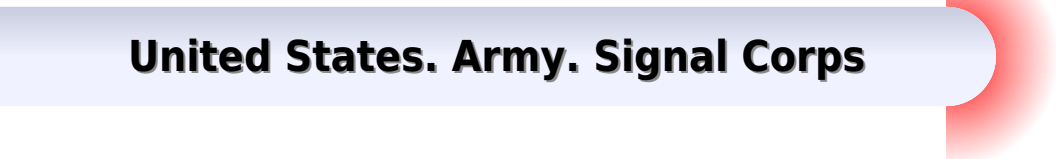
Every request or reservation must be submitted via Virtual EMS (VEMS) for any KSU faculty, staff, or registered student organizations. All requests must be made at least 30 to 90 days in advance, depending on the scope of the event. Event requests will be reviewed by University Events and the requester will be notified that the request has been received. Once the event coordinator has all the information needed, including a signed contract by the host, the event will be confirmed or denied via email. Any modifications after a request is confirmed must be submitted by email to the event coordinator. An event that is modified or cancelled within 48 hours of the start of the event may result in monetary charges to the requesting organization.

KSU recognizes university departments, offices, or registered student organizations may sponsor non-affiliates seeking to hold events on campus. The sponsor accepts full responsibility for all stages of planning including execution of the event. Facility fees, event support fees, and auxiliary support fees may apply for such events.

2.1.2 Event Integrity Statement

Navy Standard Operating Procedure Examples

United States. Army. Signal Corps



Navy Standard Operating Procedure Examples:

Management of the Navy's Standard Automated Financial System United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee, 1989 **Questionable Practices Concerning the Navy's Acquisition of ADP Equipment** United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee, 1994 **Hospital Corpsman**, 2000 **Congressional Record** United States. Congress, 1983 **Postal Clerk 1 & C** Lloyd E. Smethers, 1993 **Shipfitter 3 & 2** United States. Bureau of Naval Personnel, 1970 Basic Field Manual United States. Army. Signal Corps, 1939 **Encyclopedia of Public**

Administration and Public Policy - 5 Volume Set Domonic A. Bearfield, Evan Berman, Melvin J. Dubnick, 2020-08-14 Now in its third edition *Encyclopedia of Public Administration and Public Policy* remains the definitive source for article length presentations spanning the fields of public administration and public policy It includes entries for Budgeting Bureaucracy Conflict resolution Countries and regions Court administration Gender issues Health care Human resource management Law Local government Methods Organization Performance Policy areas Policy making process Procurement State government Theories This revamped five volume edition is a reconceptualization of the first edition by Jack Rabin It incorporates over 225 new entries and over 100 revisions including a range of contributions and updates from the renowned academic and practitioner leaders of today as well as the next generation of top scholars The entries address topics in clear and coherent language and include references to additional sources for further study **Hearings, Reports and Prints of the Senate Committee on Government Operations** United States. Congress. Senate. Committee on Government Operations, 1969

Encyclopedia of Public Administration and Public Policy: A-J Jack Rabin, 2003 From the Nuremberg trials to the Civil Service Reform Act of 1978 to recent budget reconciliation bills the *Encyclopedia of Public Administration and Public Policy* provides detailed coverage of watershed policies and decisions from such fields as privatization biomedical ethics education and diversity This second edition features a wide range of new topics including military administration government procurement social theory and justice administration in developed democracies It also addresses current issues such as the creation of the Department of Homeland Security and covers public administration in the Middle East Africa Southeast Asia the Pacific and Latin America

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