

## **INTERNAL & EXTERNAL EVENTS**



### **All Events, Meetings, and Tabling on university property must comply with the following University Policies:**

- All events must be in compliance with facility and university rules and regulations including but not limited to the contract policy AR 8:3, tobacco policy AR 6:5, university alcohol policy AR 6:4, campus sales policy GR:1,N, and use of space AR 9:1, AR 9:2. The sponsor is responsible for making sure activities and events are in compliance with university regulations. The complete list of university regulations can be found at <http://www.uky.edu/regs>. The College/Dean's Office will also need to approve external events.
- All reservations in EMS (Events Management System) must be made by a university department or an approved officer of a registered student organization. The reserving department and/or organization must be the user of the space and present at the event. (AR 9:1, AR 9:2). Internal event space can be reserved through Outlook and will be approved depending on space reservation availability.
- Space assignments outside CTW are at the sole discretion of the Office of University Events and are subject to change due to necessary maintenance or administrative priority. Space assignments within CTW are subject to approval through the CHS Dean's Office.
- University of Kentucky facilities (indoors and outdoors) shall be used only for educational, cultural or charitable purposes, or other purposes as determined by the President or by the administrative officer to whom the President has delegated this responsibility in accordance with these Governing Regulations, Administrative Regulations, and University Senate Rules.
- Use of space on University of Kentucky property is subject to compliance with federal, state and local laws and ordinances, and this confirmation of reservation is contingent upon the user's compliance with any such regulations.
- Food and catering must follow existing university contracts. Catering in dining facilities is restricted to UK Catering/Aramark (i.e., Kroger Field, Gatton Student Center, The 90, etc.). Coca-Cola is the official beverage company of the university. All university-sponsored events must be in compliance with pouring rights provisions of the Coca-Cola agreement.
- Room/spaces are provided in standard setups unless advance arrangements have been made with the Office of University Events for external events. Internal events within CTW will be in standard set up, and event organizers are responsible for returning rooms/spaces to the original condition including removal of trash and debris and returning furniture and equipment to original placement and connections.
- Nothing is to be taped, tacked, or otherwise adhered to the walls, floors, ceiling, drapes, or organ pipes. Painters tape or gaff tape is approved for marking on stages.
- Amplified sound should be contained to the room/space approved for use. Sound

should not be audible from adjacent rooms or inside adjacent buildings. Volume for events with music and sound should not be loud enough to cause pain or damage to attendee or participant hearing.

- No person may intentionally block or restrict entrance to or exit from any university building or portion thereof with intent to deny to others their right of ingress to, egress from, or use of the building. Additionally, indoor events must have a minimum of 36" wide aisle must be maintained at all times during event, setup, and teardown to all entrances and exits. For outdoor events or events utilizing service providers, a 16-foot-wide path to all buildings must remain clear and open at all time for emergency vehicle access.
- No parking on sidewalks or grass is permitted.
- Sponsoring organization and/or department must comply with university brand standards and campus signage policy including but not limited to banners, bulletin boards, chalking, and yard signs. Use of print, audio, visual, and electronic information on campus must comply with U.S. copyright law and fair use standards. For signage or invitation help, please contact Creative Services at [chs.creativeservices@uky.edu](mailto:chs.creativeservices@uky.edu).
- Events should not be publicized, marketed, or otherwise promoted until approval is received from the Office of University Events (Event Manager) and the Facility Coordinator, and the Dean's Office.

**For events and meetings within the College of Health Sciences, the following requirements also apply:**

- Event sponsor is responsible for knowing and following facility/space policies for locations where activities will be held. Contact the Facility Coordinator of event location for building specific policies and procedures.
- Communication (including but not limited to event invitations) to trustees, University president and administrators must come through the Dean's Office.
- Invitations to outside constituents must following university/college branding guidelines. Creative Services can create these, as well as send them out through electronic communication systems.

## ■ Review & Approval of Event

|   | Task  | Completed By      | Timeline                                 |
|---|---|-------------------|--|
| 1 | Send event idea, date, time, location to Caroline Arthur (caroline.arthur@uky.edu) for initial approval. Location reservations and EMS reservations should not be submitted without prior approval. Outside reservations off-campus should not be submitted without prior approval. | Requester         | Refer to Project Timelines section below |
| 2 | Creative Services will review the event and respond with: approval, request edits to be made by the requester, begin re-working event.  | Creative Services | Within 2 business days of request        |
| 3 | If edits are required, the requester should edit the planning document with suggestions from Creative Services.   | Requester         |  |
|   | If a re-working of an event is required, Creative Services will re-work the event flow and send it back for approval from the requester.  | Creative Services | Refer to Project Timelines section below |
| 4 | Once approved by requester, project will move into formal planning as necessary by the requester. If planning support (see "Creation of Event Design") is needed, please let Caroline Arthur (caroline.arthur@uky.edu) know as soon as possible.                                    | Creative Services |  |

## ■ Creation of Event Design

|   | Task   | Completed By      | Timeline   |
|---|--|-------------------|--|
| 1 | Send request to Caroline Arthur (caroline.arthur@uky.edu). Include desired event date, what the event is for, budget, and potential invitation list (even just a general idea of who will be attending). | Requester         | Refer to Project Timelines section below                 |
| 2 | Creative Services will respond with follow up questions and begin event planning process.  | Creative Services | Within 2 business days of request                        |
| 3 | Creative Services will send an event rundown with details, potential menu, location, etc.  | Creative Services | Determined by type of event, See Project Timelines below |
|   | Requester should review plan and request any necessary changes.  | Requester         |  |
| 4 | Once approved by requester, project will move into formal planning and booking.  | Creative Services |  |

## Creative Services Involvement

| Medium/Purpose                  | Target Audience   | Creative Services Role   |
|---------------------------------|---|--|
| <i>Internal / Student Event</i> | Current and Prospective Students/Faculty/Staff                                  | No service needed beyond initial review/ approval.   |
| <i>External / Student Event</i> | Current and Prospective Students /Faculty/Staff                                 | No service needed beyond initial review/ approval & space booking, unless requested/support is needed. |
| <i>Internal / Public Event</i>  | CHS community + external constituents, such as donors, alumni, preceptors, etc. | Review and approve event, provide support as necessary.  |
| <i>External / Public Event</i>  | CHS community + external constituents, such as donors, alumni, preceptors, etc. | Review and approve event, provide support as necessary.  |

## Creative Services Roles

- *No Service Needed:* Creative Services does not need to play a role in this project
- *Review:* Creative Services must review this event prior to planning. This may result in a request to change the event in some ways.
- *Provide Support as Necessary:* Provide guidance on event planning, flow and structure to ensure quality event for external constituents.

## Target Audiences & Examples:

- *Internal:* Attendees are faculty, staff, students of the College of Health Sciences
  - *Current Students:* Attendees are current students of the College of Health Sciences
  - *Prospective Students:* Attendees are prospective students and/or parents and guardians of prospective students
- *External:* Attendees do not work in or attend the College of Health Sciences
  - *Donors:* Attendees or guest speakers are current and/or potential donors
  - *Alumni:* Attendees or guest speakers are alumni of the College of Health Sciences
  - *Preceptors:* Attendees or guest speakers are alumni of the College of Health Sciences
  - *Emeritus Faculty & Staff:* Attendees or guest speakers are retired members of the CHS community

## Projected Timelines

Various factors play into projected timelines for projects from initiation to completion. If requests for services are not made within the projected timelines we will work as quickly as possible, but cannot guarantee completion of the project by the requested due date.

**Any request for a full event plan should come at minimum 10 weeks before the suggested event date.**

| Medium                            | Timeline   |
|-----------------------------------|--|
| Initial Event Review and Approval | 2-5 business days (minimum 8 weeks before date of event) |
| Event Edits and Re-Working        | 8-10 business days                                       |
| Event Design / Planning           | 13-15 business days                                      |
| External & Internal Events Plans  | Minimum 10 weeks before suggested event date             |