



# Events Management Final Full Committee Meeting

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Melva Jones & Victor Cohen

May 9, 2016



UNIVERSITY OF  
SOUTH ALABAMA

# Today's Agenda

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## I. Discuss progress

- Data Gathering Recap
- EMS Implementation Overview
- Special Events website content
- Communications overview

## Desired meeting outcomes

- Clear overview about the committee's progress
- Understanding of your role moving forward



# Recap of Data Gathering process

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## Why gather data?

- Transparency about events
- Reduce risk
- Utilization statistics

## What are some critical terms to remember ?

- Public spaces – Mitchell Center, conference rooms and etc.
- Private space – Labs, storage, offices and etc.
- Virtual EMS – how to request space. Currently the reservation method for the Student Center
- Web Forms – spaces that have more detailed specifications



# EMS Implementation – Updated Overview

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**Happening now!** – Data Gathering, updating Special Events website

**During May** – Build system , 10-15 hours of training for core implementation team

**June 20-22– Mandatory** Administrator Training

## **What you need to do ASAP:**

- Email Melva your Administrator’s name if you are:
  - ✓ College
  - ✓ Campus Recreation
  - ✓ Police
- Email others that need to receive general training



# Special Events Website – Editing Recap

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- Key definitions organized by categories
- Two new blogs are being written
- Reception checklist created by Rachael with support from Frances
- Run/Walk checklist created by Kori
- Updated promotions guide
- Venue policies will be included
- Camps, conferences and special events policy is being updated



# Communications Moving forward

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**May 9** – Administrative Council presentation

**May 11** – Faculty Club presentation

**May 23** – Leadership and committee email update

**June 1 and June 10** – Email reminder to supervisors regarding training

**June 16** – Leadership and committee email update

**July** - Video announcement, email campus wide, soft and formal launch



# Next Steps & Outcome check

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## Next steps

- **ASAP!** Send Melva your proposed Administrator and other training needs

## Did we...

- Provide a solid overview of our work to date?
- Outline your role moving forward

