

**SECTION:** Provost  
**SUBJECT:** Scheduling of Events

**ISSUED BY:** Campus Calendar Committee  
**REPLACES:**  
**APPROVED BY:** Provost  
**EFFECTIVE DATE:** March 27, 2002

### Policy

Campus events scheduled before 6:00 p.m. are to be cleared through the office of the Associate Academic Dean. All events which take place after 6:00 p.m. or on weekends must be cleared by the Campus Calendar Coordinator. This policy applies to **all** faculty and student events—including faculty and student social events. Events which have not been cleared may not take place and will not be published in the weekly Campus Calendar.

### Procedure

Submit “Request for A Calendar Date” form (see page 3 of this policy) for all evening and weekend event scheduling. Additional copies of the “Request for A Calendar Date” form are available online, at: Public Folders, All Public Folders, Campus Bulletin Board, Official Campus Calendar, Date Request Form; or contact the Campus Calendar Coordinator. Please note that at the present time there exist no means by which you may fill out and return Calendar Date Request Forms online. They must be submitted via CPO **in hard copy** form, **with all appropriate signatures affixed**, and with **possible alternate dates** included. A separate form must be submitted for each event.

#### Student event

1) Secure the approval of the Vice President for Student Development, 2) secure the preliminary approval of the facility contact person, 3) and submit the completed “Request for A Calendar Date” form to the Campus Calendar Coordinator. The form includes return sections for the facility contact person and the person submitting the request.

#### Administration and Faculty event

Administration and Faculty requests should secure the preliminary approval of the facility contact person prior to submitting requests.

The following “Campus Calendar Priority Levels for Scheduling” listed on the next page) and the procedure of scheduling Level One Priority events on or before March 1, Level Two events after April 1, and Level Three events after April 15. This will help the committee in the fair and efficient scheduling of all evening and weekend campus events.

**Note:** All campus events for the next calendar year must be scheduled before the end of the spring semester (May 3) to ensure that they will be listed in the published campus calendar. The dates listed as “Traditional Dates for Various Activities” have already been scheduled.

## Campus Calendar Priority Levels for Scheduling

**Level One:** (to be scheduled on or before February 1)

1. Spiritual Life Activities (Fall Revival, Holiness Conference, Missions Conference, class prayer meetings, etc.)
2. Administration activities (Convocations, Staley Lectures, etc.)
3. Artist Series
4. Other Traditional Events (see following list)
5. Admissions Office events (visit weekends)

**Level Two:** (to be scheduled after April 1)

1. Music Department activities (concerts, recitals, Band Clinic, etc.)
2. Drama productions (will avoid conflicts on opening and closing show dates)
3. Intercollegiate Athletic events
4. Alumni Office events
5. Art Show Openings

**Level Three:** (to be scheduled after April 15)

1. Class events
2. Student-Faculty events (movie marathons, Spring Fest, etc.)
3. Club activities
4. Intramurals

## Traditional Dates for Various Activities

Fall Revival: begins on Sunday of the third full week of classes

Connection Visit Weekend: last weekend in September

Homecoming/Parents Weekend: second weekend in October

Fall Preview Visit Weekend: second weekend in November

All-Star Band Clinic: third weekend in November

Christmas Festival of Music: second Sunday in December

Great Commission Congress: last week in January

Freshman Talent Show: Saturday of the first full week in February

Sophomore Musical: Friday of the second full week in February

Winter Preview Visit Weekend: second weekend in February

Winter Fest: second weekend in February

Women's Retreat: third weekend in February

Men's Retreat: fourth weekend in February

Scholarship Weekend: second weekend in March

Spring Preview Visit Weekend: first/second weekend in April

Jym Jamboree: Friday and Saturday of the first/second week in April

Holiness Conference: second/third week after Spring Break

Junior-Senior: second/third Saturday in April

Ichthus: next to last weekend in April

Alumni Reunion Weekend: usually the third weekend in June

Note: The activities of extra-campus organizations will be listed on the campus calendar as space permits but do not receive any priority status.

June 2002

# Asbury College - Request for a Calendar Date

(Use for campus events after 6:00 p.m. or on weekends. Complete the entire form except those lines in *italics*.)

(After the form is completed – with the preliminary approvals – send to Prof. Glen Flanigan, Music Dept.)

Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Event: \_\_\_\_\_

Date Requested for Event: \_\_\_\_\_

Alternate Date: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Name of Person Submitting Request: \_\_\_\_\_

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Preliminary Approval of the Vice Pres for Student Development: \_\_\_\_\_

(for student events only)

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## List of Facility Contact Persons (for room reservations)

During classroom hours (8-4:50 pm Monday-Friday, except 10:40 am - 12:45 pm Tuesday and Thursday) contact Nancy Ellwood, Associate Academic Dean's Office (ext. 2180) to schedule any classroom.

- |   |   |
|---|---|
| Aldersgate Lounge: Susan Roberts (ext. 2322)              | Luce Center: Mrs. Carolyn Dock (ext. 2470)                              |
| Doddridge-Holland Theatre: Mr. Jeffrey Day (ext. 2207)    | McCreless/Akers Aud.: Mrs. Faye Montgomery (ext. 2250)                  |
| Dougherty/Gray Rooms: Mr. Todd Goepper (ext. 2306)        | Morrison/Bennett-Bernard: Mrs. Wendy Jones (ext. 2181)                  |
| Grille: Mrs. Carolyn Hampton (ext. 2166)                  | Morrison 400A: Mrs. Wendy Jones (ext. 2181)                             |
| Hager Board Room: Mrs. Karen Koehn (ext. 2500)            | Office of Public Relations-Meeting Room: Ms. Jeanette Davis (ext. 2176) |
| Hamann Ray: Mrs. Carol Baker (ext. 2230)                  | Parlors in women's dorms Ms. Jeanette Davis (ext. 2176)                 |
| Hughes Auditorium: Mrs. Carolyn Hampton (ext. 2166)       | Reasoner Hall, 112: Mrs. Trina Dunaway (ext. 2218)                      |
| Hughes/Reasoner Basement: Mrs. Trina Dunaway (ext. 2218)  | Reasoner Hall, 200s & 300s: Mrs. Nancy Fellows (ext. 2223)              |
| Kinlaw Library Board Room: Bonnie Temple (ext. 2143)      | Reservoir Pavillion: Carolyn Hampton (ext. 2166)                        |
| Kinlaw Library Conference Room: Bonnie Temple (ext. 2143) |   |

Preliminary Approval of Facility Contact Person: \_\_\_\_\_

*Approval of Campus Calendar Coordinator:* \_\_\_\_\_ *Date:* \_\_\_\_\_

(NOTE: Complete the remainder of the form except those lines in *italics*.)

## Confirmation of Event (Returned to Applicant)

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Place of Event: \_\_\_\_\_

*Approval of Campus Calendar Coordinator:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## Confirmation of Event (Returned to Facility Contact Person)

Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Place of Event: \_\_\_\_\_

*Approval of Campus Calendar Coordinator:* \_\_\_\_\_ *Date:* \_\_\_\_\_