

Subject: Special Events

Policy Number: A1.26

Date: 8/23/96

Revised: 4/15/16

POLICY

Special Events (i.e., all social activities of the School) are the responsibility of the Director working with the Continuing Education/Alumni Coordinator, Special Projects Committee (as needed), and the Assistant to the Director, who will coordinate those events with the appropriate sponsoring groups and select committees. Examples of such activities include the annual Deans' and Directors' Lecture, anniversary celebrations, orientations, convocations, and alumni teas.

PROCEDURE

Depending upon the event, a select committee may be appointed by the Director to plan, advertise, implement, staff, and assess it. The Chair of such Committee is responsible for directing the activities of the Committee.