

SUBJECT: Events	POLICY NO: INT-23	LAST REVIEWED: July 2018
APPROVED BY: Executive Board	MANAGED BY: Event Manager	NEXT REVIEW: July 2020

SUMMARY

Policy Statement

BCITSA, as a representative association, works to provide students with a diverse selection of ongoing programming and events that enhance the quality of student life. To ensure the quality of all event programming, the Events Team supports all BCITSA departments and employees in implementing official events and programming initiatives.

Purpose of This Policy

The purpose of this Policy is to:

- Provide a procedure for employees to effectively host events and manage the number of events and workflow.
- Outline the types of events that BCITSA normally supports.

Application of This Policy

This Policy applies to all employees and Executives that host or support events.

Related Documents and Legislation

BCITSA

- BCITSA Event Protocols
- BCITSA Marketing & Event Guidelines

Forms Associated With This Policy

- SA Event Request Form

Amendment History

- Created [DATE]
- Amended [DATE]

DEFINITIONS

Large Scale Event

Large Scale Events are events and programming that require full support from the Events Team including logistics support during the event itself.

Medium Scale Event

Medium Scale Events are events and programming that require some logistics support from the Events Team, but not during the event itself.

Small Scale Event

Small Scale Events are events and programming that require minimal to no support from the Events Team.

DUTIES AND RESPONSIBILITIES

Event Manager

The Event Manager is responsible for the interpretation and enforcement of this Policy. The Event Manager is also responsible for updating and maintaining all BCITSA documents and forms related to this Policy.

Events Team

The Events Team is the group of employees that are responsible for supporting events programming at the BCITSA, under the supervision of the Event Manager.

POLICY

1. Events

1.1. Value Statement

- a. All events hosted or supported by the BCITSA shall demonstrate value for students in accordance with their academic and non-academic goals.

1.2. Event Protocols

- a. The BCITSA Event Protocols shall be created and maintained by the Event Manager, for the purpose of outlining the protocols surrounding event planning and execution.
- b. Employees shall adhere to the BCITSA Event Protocols when planning or organizing an event, regardless of scale.

1.3. Marketing & Event Guidelines

- a. The BCITSA Marketing & Event Guidelines shall be created and maintained by the Event Manager, for the purpose of communicating the marketing and event guidelines to all employees.
- b. Employees shall adhere to the guidelines outlined in the BCITSA Marketing & Event Guidelines document when planning or organizing an event, regardless of scale.

1.4. Event Requests – Small Scale Events

- a. Employees shall not be required to fill out an Event Request Form for Small Scale Events, but at minimum shall communicate the event to the Event Manager through an email.
- b. All Small Scale Events must be communicated to the Event Manager a minimum of one week prior to the start of the event unless permission has been received otherwise.

1.5. Event Requests – Medium and Large Scale Events.

- a. All employees shall be required to fill out an Event Request Form for all Medium and Large Scale Events.
- b. All Event Request Forms must be submitted a minimum of two weeks prior to the start of the event.

1.6. Event Promotion

- a. To assist in promoting events to students, all events shall be posted on the BCITSA website, BCITSA social media, or through other methods at the discretion of the Director of Marketing and Communications.

PROCEDURE

1. Event Procedures

1.1. Related Documents

- a.** To accommodate the flexibility required for effective event management, all procedures, protocols, and guidelines associated with event management not already outlined in this Policy shall be included in the 'Related Documents and Legislation' section of this Policy.
- b.** Any document listed as being related to this Policy shall be considered as enforceable as a BCITSA Procedure.
- c.** The related documents shall be created and maintained accordingly as per sections 1.2.a and 1.3.a of this Policy.