

Standard Operating Procedure Dean's Event Participation Protocol

Executive Summary

The following procedure will be used when the Dean's participation is requested at events initiated by units, schools or departments within the college. Candidate interviews are excluded from this form:

- The unit requesting the Dean's participation should first contact the Dean's Executive Administrator or his/her designee, to confirm the availability of the dates/times and to block them in the dean's calendar.
- Once a date has been placed on hold, the unit must complete the attached **Event Request Form (ERF)** and send it to the Dean's Executive Administrator or his/her designee. It is recommended that this process is completed at least six (6) weeks prior to the event but no later than three (3) weeks before the event date.
- The ERF will be reviewed within five (5) business days and Dean's office will contact the unit via e-mail to communicate the dean's decision.

NOTE: Even though dates are held, they are blocked tentatively. The Dean's participation is not confirmed until confirmation email is received from the Dean's office.

Event Protocols

- It is expected that the department will incur the expenses for the event unless otherwise stated or confirmed by the dean's office or another party. These include, but are not limited to, catering, linens, flowers, police, parking, transportation and photography.
- If applicable, the dean's office should be contacted to schedule an event walkthrough at least four weeks before the event.
- The initiating department must designate a contact person and provide the necessary support staff prior to, during and after the event.
- The Dean will be briefed internally within seven (7) days before the event. As such, the following are required at least a week prior to event: (1) an event program, (2) guest list, (3) bios for VIPs on guest list, (4) background on the event (ex. purpose or goal), (5) suggested talking points if the Dean is asked to give a speech or welcoming remarks. A final version of all documents should be sent to the Director/Assistant Director of Administrative Services or his/her designee at least one business day prior to event.

Event Request Form (ERF)

Event Name: _____

Requesting Unit: _____

Event Date: _____ **Event Start/End Time:** _____

Contact Person (Name/Title): _____

Phone: _____ **Email:** _____

Purpose of the Event:

Event Background Information, If Held Historically:

Approximate Number of Guests: _____

Approximate Number of VIP Guests (if applicable): _____
(i.e. Program Managers, Presidents, VPs CEOs, COOs, Potential Donors):

Are other FIU Administrators invited? If yes, please provide names and titles:

Name and Affiliation of Participants (can be attached separately as a list). Mark/Highlight VIPs:

Dean's Role at Event:

Greet/Meet Speech Judge Panelist

Other (briefly describe): _____

What date/time does the Dean need to be present at the event?

For Speech Requests:

What is the speech theme or focus? _____
(i.e. recruitment, thanking for a donation, celebrate an achievement, introduction of FIU/College, etc.)?

Recommended speech duration: _____

Please provide suggested talking points for the Dean (in bullet points) associated with the theme/focus (attach a separate sheet if necessary):

For All Requests:

Is there a participant the Dean should spend time with before, during or after the event?

Yes No

If yes, who and why?

Other relevant information that is not covered with the questions above (optional):

Attach following documents to the completed ERF.

- Copies of VIP short bios/background information (if applicable): **Please do not attach excessive amount of information or pages of CV.** Three to five paragraphs for each person would suffice.
- Event agenda
- Participant/RSVP list with affiliations.