

The Office Of University Events

Standard Operating Procedures

1. **Objective:** To establish guidelines and procedures for all simple meetings, university events, or presidential event.

2. **Procedures:**

2.1 Booking

There are three types of bookings that can be made by KSU faculty, staff, and student organizations.

- 1) **Simple Meeting-** A simple meeting does not require any set up, special audio or visual needs, parking, will not have any food or catering, or any additional support from any other campus entity. Simple meetings are booked as a reservation and the space can be directly booked. They do not need prior approval. Registered student organizations may not book simple meetings.
- 2) **Campus Event-** Requires setup, special audio and/or visual needs, parking, food/catering, or additional support from any other campus entity. Campus Events are booked as requests. Campus events include all registered student organization reservations.
- 3) **Presidential Event-** Any event that requires the presence of the President of KSU must go through the Office of University Events.

Every request or reservation must be submitted via Virtual EMS (VEMS) for any KSU faculty, staff, or registered student organizations. All requests must be made at least 30 to 90 days in advance, depending on the scope of the event. Event requests will be reviewed by University Events and the requester will be notified that the request has been received. Once the event coordinator has all the information needed, including a signed contract by the host, the event will be confirmed or denied via email. Any modifications after a request is confirmed must be submitted by email to the event coordinator. An event that is modified or cancelled within 48 hours of the start of the event may result in monetary charges to the requesting organization.

KSU recognizes university departments, offices, or registered student organizations may sponsor non-affiliates seeking to hold events on campus. The sponsor accepts full responsibility for all stages of planning including execution of the event. Facility fees, event support fees, and auxiliary support fees may apply for such events.

2.1.2 Event Integrity Statement

Navy Standard Operating Procedure Examples

**United States. Congress. House.
Committee on Appropriations**



Navy Standard Operating Procedure Examples:

Questionable Practices Concerning the Navy's Acquisition of ADP Equipment United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee,1994 Terror on the High Seas Yonah Alexander,Tyler Richardson,2009-09-03 A provocative new look at an important security topic examines terrorist threats and attacks on shipping and ports and provides strategies for safety Terror on the High Seas From Piracy to Strategic Challenge is a provocative look at maritime security and the steps that must be taken if terrorist threats are to be nullified From the Achille Lauro hijacking to the bombing of the USS Cole to attacks on shipping channels terrorists have employed a variety of tactics both successful and unsuccessful These have included the smuggling of arms and plots to bomb shipyards as well as attacks on Merchant Marine ships maritime offices fuel storage facilities and Navy personnel ships and facilities on shore and in port This book constitutes the first research effort after the unprecedented attacks of September 11 2001 to provide government industry and the academic and policy communities with a major resource on potential threats to the maritime environment Assuming that past tactics as well as a variety of other unconventional attacks will be utilized by both domestic and international groups well into the 21st century the book sagely outlines the response needed from government and industry to meet the coming challenges

A Manual of Signals for the Use of Signal Officers in the Field Albert James Myer (Chief Signal Officer),1877 **A Manual of Signals** Albert James Myer,1872 *Department of Defense Appropriations for 1983* United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,1982 Proceedings of the United States Naval Institute United States Naval Institute,1926 Commercial Standards Monthly. A Review of Progress in Commercial Standardization and Simplification United States. National Bureau of Standards,1930 **A Manual of Signals for the Use of Signal Officers in the Field** Albert James Myer,1879 A manual of signals so that members of the military can communicate with each other *Department of Defense Appropriations* United States. Congress. House. Committee on Appropriations. Subcommittee on Department of Defense,1983 **The Log** ,1950 Department of Defense Appropriations for ... United States. Congress. House. Committee on Appropriations,1982 **Congressional Record** United States. Congress,1957 The Congressional Record is the official record of the proceedings and debates of the United States Congress It is published daily when Congress is in session The Congressional Record began publication in 1873 Debates for sessions prior to 1873 are recorded in The Debates and Proceedings in the Congress of the United States 1789 1824 the Register of Debates in Congress 1824 1837 and the Congressional Globe 1833 1873 **American Machinist** ,1926 *Textile World and Industrial Record* ,1919 *The Pacific Area* Institute of International Relations. Summer session, Seattle, 1928,1929 **Textile World Journal** ,1919 **Western Aerospace** ,1960 **The Therapeutic Gazette** William Brodie,Carl Jungk,Francis Edward Stewart,John J. Mulheron,Albert Brown Lyons,Robert Meade Smith,Horatio C. Wood,Hobart Amory Hare,Edward Martin,1925 **Pacific**

Marine Review ,1921

Shipfitter 1 & C. United States. Bureau of Naval Personnel,1961

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