University Strategic Events Procedure Flowchart

**ANNUAL EVENTS CALENDAR**

- University Events Policy
- Delegations of Authority

**EVENT PLANNING**

- University Events Policy
- Event brief and plan templates
- Procurement Policy and handbook
- Entertainment Policy
- Delegations of Authority

**EVENT LOGISTICS AND OPERATIONS**

- Brand Identity
- Privacy Policy
- Protocol guidelines
- Event Event Management System

**EVENT COMMUNICATION**

- Communication brief completed by EDP and approved by Event Owners
- EDP to create communications suite including website, registration and emails using Event
- Event Owners to test and approve communications suite
- EDP to launch and set progress reports

**EVENT EXECUTION**

- EDP support event day event execution per Event brief
- Logistics support provided as per event brief
- Event executed
- Communications support provided as per event brief
- Post Event debrief, review, reporting and recommendations

**RESOURCES**

- EDP to contact Event Owners for input into Annual Events calendar in Quarter 4 each year
- List all events with details in the planning template as per guidelines
- EDP and event owners to discuss and review
- EDP to provide recommendations on Events
- Final approval required by DVC/Executive Deans/Faculty General Managers
- University Annual Events calendar completed listing Strategic events to be supported by EDP
- Based on calendar, strategic event project planning starts
- Event brief completed including objectives, deliverables, project timelines and milestones and approved by Event Owners
- Event requirements established and EDP support determined
- Support required from EDP
- EDP to work with internal and external stakeholders as required
- EDP to provide updates and seek approval on those, including budget, from Event Owners
- Logistics and Operations for Event confirmed

**RESPONSIBILITY**

- EDP Unit
- Event Owners in Faculty, Department and Offices
- Event Owners in Faculty, Department and Offices / EDP Unit
- Vice-Chancellor, DVC (Corporate Engagement & Advancement), DVC (Academic), DVC (Research), COO & DVC, Executive Deans, Faculty General Managers, Chief Marketing Officer, CEO/Director
- Event Owners in Faculty, Department and Offices
- EDP Unit
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