

COLLEGE EVENTS OPERATIONAL GROUP (CEOG) APPROVAL PROCESS - SOP

Brenda Soto (Chair)	Dawn Moore (Robson Rep)
Don Herbst (Events team representative)	Rebecca Rounds (FAC Rep)
Mike Starr (Facilities Rep)	Glenn Engelberg (Admission Rep)
Cathy Buckley (Campus Safety Rep)	Sara Rotunno (Accessibility Resources)
Louis Knox (AV/IT Rep)	George Butte – (English Dept)
Andrew Beck (Campus Activities Rep)	Nancy Rios – (Belonging and Engagement)
Miriam Roth (Comms Rep)	Beth McKinney – (Bon Appetit_
Ricki Rothbauer-Stubbs (Athletics Rep)	Carrie Simison – (Downtown CS)

CEOG Information

- College Events Operational Group (CEOG) is a standing operation group that is charged with developing and implementing a comprehensive process for planning and executing campus events.
- Due to the level of coordination required, events with more than 100 attendees must be submitted to and approved by CEOG. This approval ensures the campus can adequately support the event, including facilities, audio-visual services, parking, catering, and other logistical needs, and helps prevent overloading campus resources after the March 31 deadline.

1. Campus-Wide Review of Conflicts

- CEOG conducts a campus-wide review of submitted events to identify conflicts and consider the impact that an event will have on campus operations before approving or declining the request.
- Factors that determine approval include, but are not limited to:
 - Conflicts with other major campus events (e.g., hockey games, conferences, large or demanding events)
 - Event blackout dates, campus holidays and breaks, starting and ending time of event
 - Number of events happening around the requested date
 - Availability of campus resources (facilities, AV support, parking capacity, and venues).
 - Need for catering or bartending at the event

2. CEOG Approval Request Procedure

- If an event requires CEOG approval, the request must be formally submitted to CEOG. The Events Team member who receives the request will notify the event contact that the event must be reviewed by CEOG for approval.

- The Events Team member will gather as much information as possible and provide the CEOG representative with all available event details, including:
 - Event date and time
 - Expected attendance
 - Location/Venue
 - Audio/visual, facility, and catering need

3. Approval or Denial of Event

- CEOG uses all provided information to make an informed decision on the approval or decline of an event.
- Once a decision is made, the CEOG Events Team representative will communicate the outcome to the Events Team member, who will then notify the event contact of the event's status and next steps.

CEOG Event Approval Process

1. Annual Event Submission Window

- In January of each year, all campus departments are invited to submit via Momentus any prospective events for the entire academic year.
- *Example: An event anticipated to occur between April 2026, and June 2027 must be submitted no later than March 31, 2026.*

2. Momentus Submission Requirement

- By January, CEOG notifies campus partners that all anticipated events must be entered into Momentus by the designated deadline.
- Having an overview of all potential events allows CEOG to use these submissions to deconflict, coordinate, and approve events for the academic year.

3. Monthly CEOG Review Schedule

- CEOG meets once per month on the first Wednesday of the month.
- Events submitted during the January-March window will be reviewed based on the date of the event. Events between June-December will be considered by April. Events in January-July will be considered by May.
- Events submitted after the first Wednesday of any month will not be reviewed until the following month.
- Exceptions are if the committee can review the request and approval done via email or if the chair contacts the person making the request for more information or to request a date change.
- *Example: CEOG met on October 1st and a new event was submitted on October 4th. This new event will not be reviewed until November 5th.*

4. Late or Post-March Submissions

- Any event not submitted by March 31 must be reviewed individually on a month-by-month basis.
- Late requests are not guaranteed approval and are subject to CEOG capacity, scheduling constraints, and campus availability.