

Volume: G2 General Administrative	G2.1.2 UNIVERSITY EVENTS WEB CALENDAR Effective Date: 08/01/2019 Last Revised: 01/08/2020 Date of Next Full Review: 08/01/2024	Responsible Office: Public Relations
	Responsible Officer: Director of Strategic Communications	

POLICY STATEMENT

Northeastern Illinois University (“the University”) promotes events that are open to the public through its public-facing website. The web calendar serves as the official listing of University events. Events on this calendar are consistent with the University’s values of Community, Empowerment Through Learning, and Access to Opportunity.

PURPOSE OF THE POLICY

This policy provides guidance for events to be included on the University’s official events calendar, and establishes authority to manage the calendar and sub-calendars. This policy further ensures the consistent, fair, accurate, and responsible management of the events calendar.

WHO IS AFFECTED BY THIS POLICY

This policy applies to the University community. It applies to public events that occur on University property, as well as at off-location functions sponsored or supervised by the University, or in connection with the University’s international programs.

DEFINITIONS

Master calendar: This is the primary events calendar that contains all public events that have been approved and published to the website by the Division of Marketing and Communications.

Registered Student Organization (RSO) is a student-run club or group that has applied for and been granted official status by Student Leadership Development, and is funded by student fees.

Sub-calendar: Events within the master calendar may be selected to appear in one or more sub-calendars that represent specific areas of interest for website users.

University property: any property owned, leased or controlled by the Board of Trustees of Northeastern Illinois University.

REGULATIONS

1. PERMISSION TO REQUEST

- 1.1. Employees, or current students who are presidents of active Registered Student Organizations through the Office of Student Leadership Development, may submit events to be considered for the University events web calendar.



- 1.2. In order for a student organization such as a club or honors society to submit events, it must be a Registered Student Organization through the office of Student Leadership Development, and be in good standing with the University.

2. LISTINGS THAT MAY BE REQUESTED

- 2.1. Public events that are sponsored by a University unit (college, department, program, division, center, office or club) are considered for the University events web calendar.
- 2.2. The Division of Marketing and Communications determines which requested events appear on the University events web calendar and may edit event titles and descriptions for clarity, brevity, consistency, and brand compliance.
- 2.3. The only deadlines permitted to appear on the University events web calendar are those that appear on the official academic calendar.
- 2.4. All events that take place on a Northeastern property adhere to the [E4.1 Space Reservation and General Facility Use](#) policy.

3. REQUIRED INFORMATION FOR INDIVIDUAL REQUESTS

- 3.1. All events on the University events web calendar must include contact information for an individual or department affiliated with the University.
- 3.2. Ticketed events must include information on pricing and how to purchase tickets.
- 3.3. Events that require registration or RSVP must include information on how to do so, or contain a link to an appropriate form.

4. CANCELLATIONS AND EVENT MODIFICATIONS

- 4.1. If an event must be cancelled or rescheduled, event creators must notify the Office of Student Union, Event, and Conference Services and the Division of Marketing and Communications as soon as practicable.
- 4.2. In the event of a location change, event creators must notify the Division of Marketing and Communications as soon as practicable.

5. PROHIBITED REQUESTS

- 5.1. Classes, department meetings, and other internal events that are not open to the public are prohibited from appearing on the University events web calendar. University events 'by invitation' are excepted.
- 5.2. Events taking place on University property that are not sponsored by the University are prohibited from appearing on the University events web calendar.

PROCEDURES

All events on the University events web calendar are submitted through a request on the 25Live room reservation system and are assigned a space before they are considered for the University events web calendar. The process is:

1. Space requestors log in to the [online scheduling system \(25Live\)](#).
2. Space requestors select "Create an Event."



3. When proceeding through the event request, space requestors enter an event description with required contact information and links. On the "Select CATEGORIES for this event" prompt, space requestors select "Request for Master Calendar."
4. The Office of Student Union, Event, and Conference Services provisionally assigns a space to the event request and forwards the request to the Division of Marketing and Communications.
5. The Division of Marketing and Communications makes the determination of whether the event request belongs on the master calendar.
6. The Division of Marketing and Communications makes needed edits to event descriptions, assigns them to the master calendar and works in collaboration with other areas of the University to determine which requested events belong on sub-calendars.
7. The Division of Marketing and Communications emails a notification to the event requestor to indicate that the event has been listed on the master calendar.

GUIDELINES

Appropriate events for the University events web calendar include but are not limited to: lectures, concerts, workshops, seminars, arts and cultural events, community service events, social events, information sessions, and competitions that are open to the public. Event listings may link to additional information that is relevant to the event or the groups involved in the event.

AUTHOR REFERENCE

[University of Illinois-Chicago Events Calendar Policy](#)
[University of Wisconsin-River Falls Event Calendar Policy and Guidelines](#)

HISTORY

Enacted 08/1/2019
01/08/2020: Removed clause 5.3

RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[E4.1 Space Reservation and General Facility Use Policy](#)
[E4.6 Student Union Meeting and Event Reservation Timelines](#)
[25Live Reservation Request Form](#)

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	Email
Director of Strategic Communications	(773) 442-5419	public-relations@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.