

Event Proposal

Last Revised: 27 August 2009

Refer Questions To: Executive Director, Administration & Operations

Related Form:

- *Event Proposal Form*

Scope

This procedure applies to all Clerc Center employees.

Procedure

Rationale

The Clerc Center, as a national organization with two demonstration schools, hosts a variety of events every year. To be successful, events require planning and support. Certain events require approval from the Senior Leadership Team (SLT) to ensure adequate resource allocation. This document includes the criteria for determining whether an event requires SLT approval and procedures for events requiring SLT approval.

An event requires SLT approval if it meets any of the following criteria:

- The event budget exceeds five hundred dollars (\$500).
- Media interest in the event is likely.
- Organizers intend to seek donors, set up exhibits, or solicit funds from outside of the Clerc Center.
- An external audience will be invited. This includes other schools, Gallaudet faculty and administration, and the local D.C. community. Events solely for MSSD and KDES families and not meeting any of the other criteria do not require event approval.
- The event requires support from outside the organizer's unit or department (e.g., marketing support or assistance with a program book from our Public Relations and Media unit).
- The date or time of the event affects regularly scheduled academic or student life programming (e.g., students would miss scheduled classes for an event).

Procedures for submitting an event proposal

If an event meets one or more of the above criteria, an event proposal must be submitted. Proposals should be submitted as far in advance as possible as some events require significant planning and resource allocation. Proposals not submitted in a timely manner may not be approved due to insufficient planning time.

1. An employee completes the Event Proposal Form and submits it via email to his or her SLT executive director or principal and, as appropriate, his or her direct supervisor. All sections of the form must be completed for SLT consideration.
2. The SLT member reviews the proposal and determines whether it should be submitted to SLT for consideration.
 - a. If the SLT member determines the proposal will not be submitted, he or she will discuss the rationale with the employee and his or her direct supervisor.
3. Proposals submitted to SLT will be reviewed in a timely manner and the SLT member will share the decision with the employee and his or her direct supervisor.
4. Once an event is approved, the employee will be directed to work with the Public Relations and Media and the Planning, Development and Dissemination (PDD) units to begin the event and evaluation planning processes.

Approved by: Senior Leadership Team (SLT)