

## SCHOOL OF PHARMACY

### BIENVILLE EVENT PLANNING PROCEDURE

The following procedures apply to any event that occurs outside the normally-scheduled class meetings, faculty meetings, etc. **All** after-hours events must adhere to these procedures:

1. The SOP Bienville Event Planning Request form must be filled out completely and delivered to the Associate Dean for Operations, Technology and Graduate Studies at least one week (7 days) prior to the date of the proposed scheduled event.
2. All required signatures, including the Faculty/Staff member who will actually be present at the event and will be responsible for the event, must be on the form prior to receipt by the Associate Dean.
3. A detailed description of the event must be provided on the form.
4. Any special equipment for the event must be listed on the form.
5. The event will not be finalized until approval is given and the event is placed on the School Calendar.

These procedures are in place to provide everyone with legitimate events the use of Bienville and any equipment that we can provide.