

## SRU Virtual Event Scheduling Guidelines – Spring 2020

The purpose of the Virtual Events Scheduling Guidelines is to limit conflicting and duplicate events Universitywide so information is streamlined and not overwhelming to students during this challenging time. We need to work together, as a University community, to create meaningful engagement opportunities.

In efforts to create an intentional approach to engaging our students now through the end of the semester, **all virtual events and programs targeted at current students for the remainder of the spring semester should follow the below scheduling procedures.**

1. All virtual event requests should be submitted on [CORE](#) no later than 5-business days prior to the anticipated event.
2. Virtual events include, but are not limited to:
  - a. Online speakers, performers, entertainers
  - b. Virtual awards or recognition ceremonies
  - c. Discussion forums
  - d. Live chats, discussions, or town halls
  - e. Movie screenings
  - f. Social Media contests
3. All virtual events should be submitted on [CORE](#), which will serve as the centralized location to host all virtual event information.\*

***\*(Academic departments who do not have a CORE page, can submit information via the [Virtual Event Submission Form.](#))***

- a. To submit an event, go to [www.sru.edu/core](http://www.sru.edu/core).
- b. Navigate to your organization's page by using the Search tab or clicking on Organizations.
- c. Click on "Manage Organization"
- d. In your organization Tool Bar, click on "Events"
- e. Click "Create Event"
- f. Add event details:
  - i. Event Title
  - ii. Theme (social, cultural, arts and music, etc.)
  - iii. Description of Event
  - iv. Start Date, Time
  - v. End Date, Time
  - vi. Location – add online location link and instructions for attendees
  - vii. Intended audience (public, SRU community, organization members, or invite-only)
  - viii. Event categories – allows students to easily find specific type of programming
  - ix. Perks – include if you are giving away free stuff (i.e. virtual gift cards)
- g. Add RSVP info (if applicable)
- h. Add Event Rating (if applicable)
- i. Upload Photo (optional)
- j. Review your submission, and click "Complete Submission"

4. Once your event information is submitted, it will go to the Student Involvement Team for review. The team will review for the following criteria:
  - a. The virtual event submission includes event title, start date/time, online event location and instructions, and target audience.
  - b. The virtual event submission does not directly conflict with another event targeting the general student population.
  - c. The virtual event does not duplicate the content of another virtual event targeting the general student population.
5. If the submitted event meets the above criteria, the event will be approved and automatically posted to the CORE.
6. If the submission does NOT meet one of the above criteria, the event submitter will be asked to resubmit information and/or reschedule the event for an alternate date/time. To determine what events are already schedule or if an event conflicts with another event, refer to the [CORE Events Listing](#).
7. Virtual events will be reviewed based on the order in which they were submitted.

*Created: March 30, 2020*