



Events Management Committee Overview

Melva Jones & Victor Cohen

March 25, 2016



UNIVERSITY OF
SOUTH ALABAMA

Today's Agenda

- I. Overview
- II. Software demonstration
- III. Next steps

Desired meeting outcomes

- Renewed excitement about the work!
- Deeper understanding of roles, responsibilities, and opportunities
- Clear instructions to take back to your colleagues, peers, and supervisors



Committee Overview

Focus Areas

- Software solution
- Master calendar
- Events management resources
- Events management ambassadors

Desired Outcomes

- Deeper community engagement
- Greater transparency about University events
- Greater opportunity to reduce event risk
- Greater opportunity to showcase our USA brand
- Greater ownership of departmental/divisional events



What we have done

- Reviewed systems currently in use on campus (e.g. hardcopy, google calendar, Ad Astra, EMS and etc.)
- Identified two vendors
- Started the vendor referencing process
- Identified a list of 25+ resources to service the USA community
- Developed preliminary layout and content for the Office of Special events website



Summary of Learnings

- EMS has the greatest possibility to service our scope of work.
- College Net/25 Live is a solid comparison to our current vendor.
- Unfortunately, Ad Astra has events management customization limitations.
- Google is not a scalable events management product.



Committee Meetings

March 25 – process overview, system demo, and identify subgroup leaders:

- *Special events definition
- *Calendar organization
- *Communication
- Training
- Advisory group

April 11 – discuss special events resource site

April 25 – detailed review of special events website content

May 9 – critical implementation period



High Level Overview

Now – April

- Software analysis

May – June

- Software implementation

June – July

- Software training
- Launch master calendar, premium event space calendars, and special events resource website

Post July

- Maintenance
- Departmental calendar integration
- Ongoing training/workshops
- Gather and respond to feedback



Committee chair commitments

1. Proactively addressing your concerns
2. Openness to feedback
3. Communicative and accessible
4. Highlighting when there are roadblocks to the success of the project
5. Operating with a high level of integrity and transparency



Key Attributes for our Success

1. Commitment
2. Communication
3. Collaboration
4. Cooperative effort
5. Consistency



Items to Remember and Share

*May is a significant work period.

Participation across the University is critical for our success.

Consider training and communication needs.

Feedback is critical and highly encouraged.

**subject to change*



Outcome check

Did we...

- Renewed your excitement about the work?
- Provide a deeper understanding of roles, responsibilities, and opportunities?
- Deliver clear instructions to take back to your colleagues, peers, and supervisors?





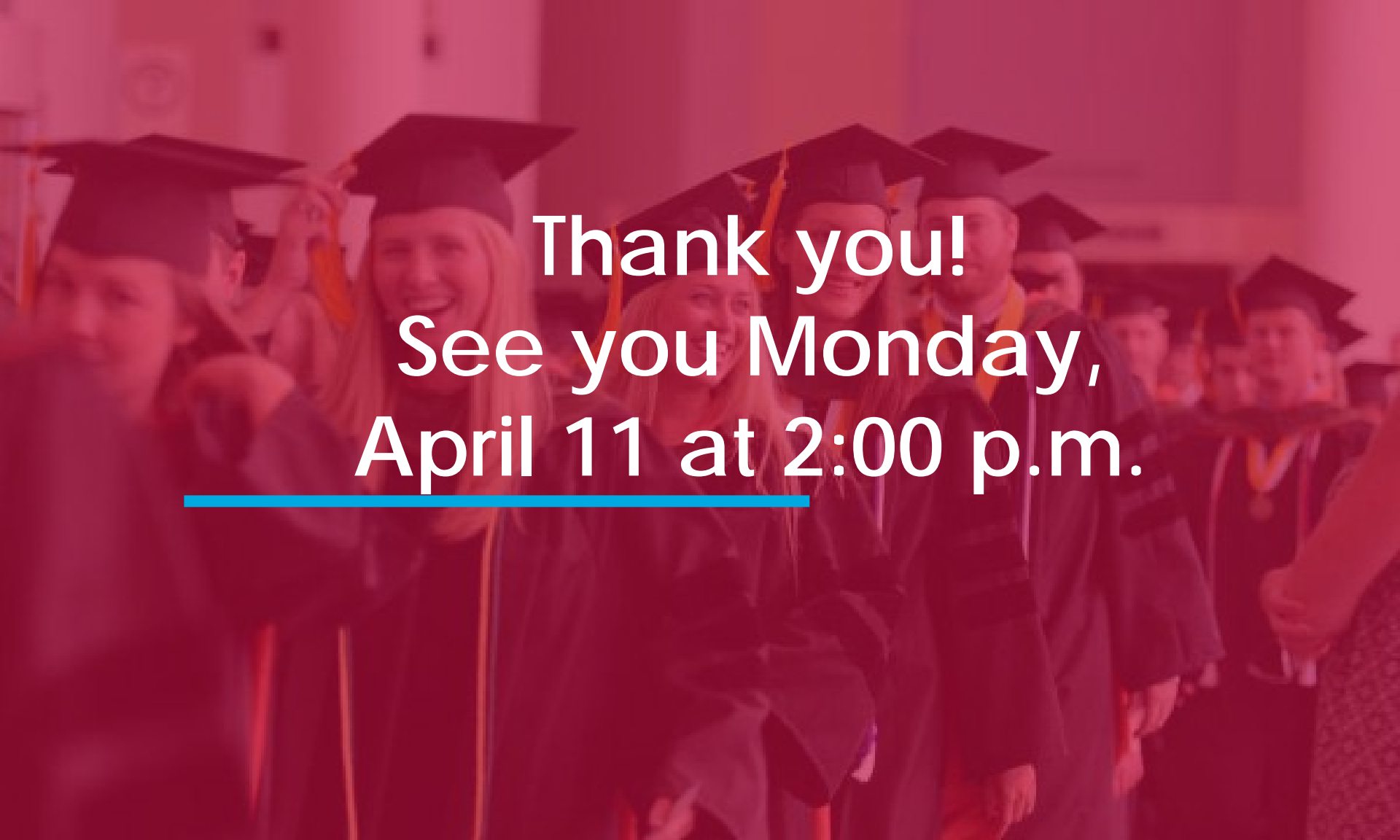
Software Demonstration

Next Steps

1. Begin developing a list of annual activities
2. *Begin verifying that all of your spaces are accurate in Ad Astra
3. Consider now how you will ask your colleagues about training needs
4. Sub committees schedule a time to meet before our next meeting
5. Schedule a meeting with Melva and/ or Victor for follow up questions (optional)

**subject to change/requires further instruction*





Thank you!
See you Monday,
April 11 at 2:00 p.m.
