# **Operating Policy – Campus Events**

1. Purpose
	1. To organize entertainment, cultural, educational, and general interest events that will enhance the university experience of MSU members and contribute to life of the university as a whole;
	2. To provide audio/visual production, rental and technical services to MSU services, MSU clubs and student organizations at a competitive rate;
	3. To provide audio/visual production, rental and technical services to members of the McMaster Community.
	4. To provide complimentary programming to MSU services which will assist in services achieving their mandate.
2. Operating Parameters
	1. Campus Events shall ensure that student input is incorporated in the selection and planning of events;
	2. Campus Events shall run an annual Charity Ball as per **Operating Policy – Charity Ball Committee**;
	3. Campus Events shall help administer MSU-run events during Welcome Week.
3. Personnel Structure
	1. The Director, who shall:
		1. Coordinate all activities in planning, organizing and implementing MSU events, including concerts, speakers, parades, MSU club events, MSU licensed establishment events, educational events and cultural events;
		2. Perform duties outlined in the Campus Events Director job description;
		3. Be hired by the Board of Directors and the General Manager through an application and interview process.
	2. The Technical Coordinator, who shall:
		1. Be responsible for Technician and Senior Technician training, adherence to applicable health and safety regulations and the maintenance of audio/visual equipment;
		2. Perform duties outlined in the Technical Coordinator job description;
		3. Be hired by the Campus Events Director, the General Manager and the Board of Directors through an application and interview process.
	3. The Programming Coordinator, who shall:
		1. Assist in the coordination of activity planning, organization and the implementation of MSU events including concerts, speakers, parades, club events, educational events, and cultural events;
		2. Act as the principle planner for all events run in coordination with other student groups
		3. Perform duties outlined in the Campus Events Programming Coordinator job description;
		4. Be hired by the Campus Events Director. the Board of Directors and the outgoing Programming Coordinator through an application and interview process.
	4. Campus Events Office Coordinator, who shall:
		1. Serve as a point of initial contact for student clients with regards to the booking of services and equipment, prepare invoices and billing, and prepared and maintain work orders for events;
		2. Perform duties outlined in the Campus Events Office Coordinator job description;
		3. Be hired by the Campus Events Director, member of the Board of Directors and the outgoing Campus Events Office Manager through an application and interview process.
	5. The Promotions & Marketing Coordinator, who shall:
		1. Perform duties outlined in the Promotions and Marketing Coordinator job description;
		2. Work with the Underground Media & Design team to develop promotions for events and appropriate sponsorship recognition with the Underground Sales & Community Partnership Coordinator;
		3. Be hired by the Campus Events Director and Programming Coordinator through an application and interview process.
	6. The Charity Ball Coordinator, who shall:
		1. Supervise the planning, preparation, and execution of the annual MSU Charity Ball;
		2. Perform duties outlined in the Campus Events Charity Ball Coordinator job description;
		3. Be hired by the Campus Events Director, Programming Coordinator and the outgoing Charity Ball Committee Chair through an application and interview process.
	7. The Technicians, who shall:
		1. Be responsible for on-site technical setup of Campus Events equipment and the protection of the performer’s equipment;
		2. Work with the technical crew for all aspects of the ‘day of show’ production for live events and assist with any requirements for audio-visual productions;
		3. Perform duties outlined in the Campus Events Technician job description;
		4. Be hired by the Campus Events Technical Coordinator and Office Coordinator through an application and interview process.
	8. The Senior Technicians, who shall:
		1. Troubleshoot and/or repair technical issues that may occur during an event or performance;
		2. Take an active part in the training of Technicians;
		3. Perform duties outlined in the Campus Events Senior Technician job description;
		4. Be promoted from a Campus Events Technician by the Technical Coordinator and Campus Events Director;
	9. Event Staff, who shall:
		1. Assist with the planning, preparation and execution of programmed events;
		2. Perform duties outlined in the Campus Events Event Staff job description;
		3. Be hired by the Campus Events Director and Programming Coordinator through an application and interview process.
	10. Promotions Staff, who shall:
		1. Promote events presented by Campus Events;
		2. Perform duties outlined in the Campus Events Promotions Staff job description;
		3. Be hired by the Programming Coordinator and Promotions & Marketing Coordinator.