STUDENT GROUP SELECTS A PROGRAM

FACILITY RESERVATION

FACILITY MANAGER TYPES EVENT

FACILITY MANAGED EVENT

NO CONTRACT OR BID REQUIRED

INCLUDES CONTRACT OR BID

ALL EVENT PLANNING CONDUCTED BY FACILITY MANAGER

UNIVERSITY MANAGED EVENT

SPONSOR COMPLETES PRE-PERFORMANCE FORM-SUBMITS TO CAMPUS ACTIVITIES

UNIVERSITY POLICE

FACILITY MANAGER

SA FINANCIAL VP

CAMPUS ACTIVITIES COMMUNICATES WITH SPONSOR AND FACILITY MANAGER

EVENT/BID/CONTRACT APPROVED

EVENT/BID/CONTRACT DENIED

ALL EVENT PLANNING COMPLETED WITH CAMPUS ACTIVITIES

DETAILS OF EVENT NEED TO BE ALTERED IN ORDER FOR EVENT TO BE APPROVED

BINGHAMTON UNIVERSITY PROCEDURES FOR SCHEDULING LARGE SCALE EVENTS SPONSORED BY STUDENT ORGANIZATIONS

8/2012