

<b>Subject:</b>	Tiered Annual Events		
<b>Division:</b>	Administration	<b>Department:</b>	Conference & Event Services
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**I. Statement of Policy**

This policy outlines and defines the annual booking procedure and how an event is designated as a Tiered Annual Event.

**II. Definitions**

A. Tiered Annual Events: An event that has occurred for at least seven (7) consecutive years and has been deemed as a priority by the University.

**III. Procedures and Guidelines**

A. Qualification

1. The event information can be submitted to the Office of Conference & Event Services for Tiered Annual Event consideration.
  - a. The Office of Conference & Event Services will review the event details and determine if the event qualifies for Tiered Annual Event status.
  - b. LMU’s Cabinet will make the final decision on whether the event is qualified for Tier One status.

B. Limitations

1. Any event that is considered co-sponsored or external is not eligible for Annual Tiered Event classification.
2. During University deemed Tier One annual events, no other events or student filming may occur to ensure all University resources will be available for use by the Tier One event.
  - a. The Office of Conference & Event Services reserves the right to deny rental equipment requests the day before a Tier One Blackout.

C. Tiered annual event qualifications will be reviewed on an annual basis by the Office of Conference & Event Services and will be updated accordingly.

D. All events will be scheduled on the University Master Calendar in their tiered order of priority, as outlined below.

#### **IV. Tiered Event Definitions**

##### **A. University Tier One Events**

1. Events the University Administration defines as open to the entire University community to welcome parents, students, and/or alumni to campus, including events coordinated for the purposes of targeted recruitment of prospective students by the Office of Admissions.
2. The University designates full priority to Tier One events and restricts all other events or functions from occurring during those times, including student filming.
3. The University has deemed the following events as Tier One events:
  - a. Commencement (Undergraduate and Graduate)
  - b. Commencement Liturgy
  - c. Law School Commencement
  - d. LMU Open House
  - e. Preview Day
  - f. LMU Welcome Week
  - g. Alumni Weekend
  - h. Family Weekend

##### **B. University Tier Two Events**

1. Events the University Administration defines as held for the specific benefit of the University community.
2. These events can only be requested by the LMU President, Provosts, CAO, the Board of Trustees, the Board of Regents, or Senior Vice Presidents.
3. The University has deemed the following events as Tier Two events:
  - a. Convocations
  - b. Masses
  - c. Trustees Meetings
  - d. Regents Meetings
  - e. Religious Events

##### **C. University Tier Three Events**

1. Events the University Administration defines as necessary activities, functions, or meetings hosted by a University department, institute, center, or registered student organization that meet the following criteria:
  - a. The event must be held specifically for the department organizing the event.
  - b. The event must be large in size (at least two-hundred fifty attendees).
  - c. The event must have occurred annually, for at least twenty consecutive years.

#### D. University Tier Four Events

1. Events the University Administration defines as necessary activities, functions, or meetings hosted by a University department, institute, center, or registered student organization that meet the following criteria:
  - a. The event can be of any size.
  - b. The event must have occurred annually, for at least fifteen consecutive years.

#### E. University Tier Five Events

1. All other University events planned by any part of the University community that is essential to the function or operation of any University department, institute, center, or registered student organization including conferences, meetings, department socials, award ceremonies, student functions, and student activities hosted through ASLMU.
  - a. The event must be held specifically for the department organizing the event.
  - b. The event must have occurred annually, for at least seven (7) consecutive years.