



Elizabethtown College

Scheduling Protocol For “Senior Week” Events

With the addition in May 2012 of a second commencement for Continuing Education and taking into consideration the increasing requests across campus for services provided for those events, the below policy has been created to address concerns and to improve those services provided.

The priority for the College’s service providers – catering, event setups, media services, and technical operations - during the week of Commencement are: Senior activities, Commencement(s), and faculty development workshops. Events and functions of any size or impact, not related to the priorities for the week leading up to Commencement, cannot be supported on campus. All other events requiring the support of service providers cannot be supported on campus. Meetings not requiring campus support may be scheduled, but meetings, events or functions requiring the support of the services listed above will not be approved.