



Elizabethtown College

Scheduling Protocol Summer Events

Special Events & Summer Programs (SESP) is responsible for scheduling and managing events taking place on campus between mid-May (following Commencement) and mid-August.

During this period, all SESP managed event scheduling is done through Donna Browning, Assistant Director for Special Events & Summer Programs or Joe Hudzick, Manager for Special Events & Summer Programs.

Any scheduling request made before March 1st for events taking place mid-May to mid-August will be sent to the SESP Assistant Director for review, and confirmed **only** after approval by the SESP Assistant Director.

On March 1st of each year representatives of SESP, Event Scheduling, Administrative Affairs, and Facilities Management will meet to review and finalize the summer SESP schedule.

At the March 1st date each year, the SESP summer events will be confirmed in 25Live (<http://schedule.etown.edu>) and the Event Scheduling Office will be able to confirm summer non-SESP events.