

AUSTIN PEAY STATE UNIVERSITY  
POLICIES AND PROCEDURES MANUAL

POLICY NO.: I:01:11 DATE: May 10, 1982  
SUPERSEDES POLICY NO.: None DATED: \_\_\_\_\_  
SUBJECT: Coordination of Major Events  
APPROVED: Robert O. Riggs, President Robert O. Riggs

The purpose of this policy is to provide a means for coordinating Austin Peay activities and alleviating conflicts between University activities and/or between University and community activities. University facilities will continue to be scheduled through the Day Facilities Coordinator in cooperation with those individuals responsible for particular campus facilities.

Procedures

1. A calendar recording major activities will be kept in the President's Office.
2. Major activities which require substantial University or local community involvement will be listed on the activities calendar. (Examples: Fiddlers Championships, athletic events, concerts, etc.)
3. Prior to scheduling any major event on or off campus, the President's Office should be notified. If the President's attendance is desired, this should be indicated. The event will be listed on the activities calendar if no conflicts exist. In the event of a conflict, the individual scheduling the activity will be notified. In addition, the Vice President for Administration and Development will be notified. In general, the first activity to be listed on the calendar will have priority.