

ANNUAL EVENTS SCHEDULE

1 PURPOSE

To document the minimum lead times for event categories and specify the type of event support that will typically be provided.

2 SCHEDULE

STRATEGIC EVENTS			
EVENT CATEGORY	EVENT APPROVAL(S) (approval required by the relevant authority)	LEVEL OF EVENT SUPPORT	LEAD TIMES
Events that: <ul style="list-style-type: none"> • present high Net worth • pose high reputational risk • are signature to the University Examples: Signature Conference, First Robotics, Macquarie Minds Research Conference, Graduations, Open day/Info Day	Vice-Chancellor DVC, Engagement DVC (Academic) DVC (Research) COO & DVC Executive Deans Chief Marketing Officer CEO/ Director	Joint communications campaign with Group Marketing and Events & Domestic Protocol (invitations, website registration, event reporting, briefing and speaking notes) End-to-end events management: protocol briefing, logistics, execution and budget management	6-9 Months lead time (at a minimum) to accommodate all planning considerations
Events that are: <ul style="list-style-type: none"> • University wide campaign(s)/ cross Faculty campaigns • for an external facing audience • a student engagement campaign Examples: International Student Welcome, Global Alumni Impact Series, Public lectures – External guest or host, Forums with Industry partners	Vice-Chancellor DVC, Engagement DVC (Academic) DVC (Research) COO & DVC Executive Deans Chief Marketing Officer CEO/ Director	Event communications (invitations, website registration, event reporting, briefing and speaking notes) End-to-end events management: protocol briefing, logistics, execution and budget management	4-8 Months lead time (at a minimum) to accommodate all planning considerations

<p>Events that are:</p> <ul style="list-style-type: none"> • Faculty wide or Departmental campaigns • prize giving/ focusing on student recognition <p>Examples: Accommodation Welcome, MAFC Graduation series, Deans Excellence Awards and Student and Parent Information Evening</p>	<p>Executive Deans</p> <p>Faculty General Manager</p> <p>CEO/ Director</p>	<p>Event communications (invitations, website registration, event reporting, briefing and speaking notes).</p> <p>End-to-end events management: protocol briefing, logistics, execution and budget management</p>	<p>3-6 Months lead time (at a minimum) to accommodate all planning considerations</p>
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OTHER EVENTS			
EVENT CATEGORY	EVENT APPROVAL(S) (approval required by the relevant authority)	LEVEL OF EVENT SUPPORT	LEAD TIMES
<p>Events that are:</p> <ul style="list-style-type: none"> • Departmental • small in attendance numbers • predominantly internal facing • allocated a small budget • Executive may be attending however can be coordinated internally • student group based <p>Examples: Workshops, meetings, recognition events for staff, visiting delegations, Faculty based internal launches</p>	<p>Executive Dean</p> <p>Head of Department/Faculty General Manager</p> <p>CEO/ Director</p>	<p>Event communications advice</p> <p>Event kit (a step-by-step guide to delivering activities) catering advice</p>	<p>1-3 months lead time (at a minimum) to accommodate all planning considerations</p>

3 NOTES

3.1	Contact Officer	Director, Events and Domestic Protocol
3.2	Implementation Officer	Director, Events and Domestic Protocol
3.3	Approval Authority / Authorities	Deputy Vice-Chancellor, Engagement
3.4	Date Approved	5 June 2018
3.5	Date of Commencement	5 June 2018
3.6	Date for Review	June 2021
3.7	Documents Superseded by this Schedule	N/A
3.8	Amendment History	19 March 2019 – update to position title for Deputy Vice-Chancellor, Engagement.
3.9	Policy Authorisation	University Events Policy