



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

Campus Event Services

Campus Event Services recently merged with UT Conferences and Non-Credit Programs to form the Office of Conferences and Event Services. While Conferences is still an auxiliary unit, Campus Event Services is a support unit that assists campus partners, as well as non-affiliated guests, with on-campus event scheduling.

The main function of Campus Event Services is to ensure all on-campus meetings and events have been properly vetted and registered through the University's primary scheduling system (Ad Astra). Thorough vetting includes the selection of an appropriate space to host said event and the inclusion of pertinent event details such as attendance numbers, if the event will involve the participation of minors, if the event will be open to the general public, etc. In addition to securing a location and reviewing general event information, Campus Events also acts as a liaison for many other campus support units, such as Facilities Services, UTPD/Central Alarm, Aramark, and Parking Services, should an event need additional resources.

Campus Event Services is one of two offices, the other being the Office of the Registrar, that manage the Ad Astra scheduling system. This includes processing meeting and event requests for all areas and rooms on campus, ensuring building and room information is up-to-date and accurate, making regular changes to event information and/or cancelling, moving, and modifying events, ensuring departmental workflow is functioning properly and that any changes to personnel are reflected in Ad Astra, providing training sessions for campus users, running event schedules and utilization reports, and ensuring compliance is met by having all areas use Ad Astra as their main scheduling system.

The information collected by Campus Event Services through the Ad Astra system is used for a variety of reasons including: space utilization purposes, non-traditional space scheduling, more accurate and efficient building lock/unlock times, increasing general campus knowledge regarding venues and services, and providing safety information for the Division of Public Safety, should they need to identify what group(s) are in a building at any given time. Campus Events is responsible for ensuring the information present in Ad Astra is accurate and reserves the right to make changes as needed.

In addition to overseeing registration of system maintenance, the Office of Programs for Minors also reports to Campus Event Services. This office's primary objective is to ensure all programs (events, camps, trainings, workshops, research opportunities, employment, etc.) that have children under the age of 18 years old participating and are occurring on campus property are registered and vetted. All adults working the program are required to complete a background check and appropriate minors safety training prior to working with minors. Compliance with the required protocol is enforced through University of Tennessee System Safety Policy – SA0575. The Director of Campus Event Services is the University of Tennessee, Knoxville's Designated Official for this process. Once an event has been thoroughly vetted and approved through the Programs for Minors office, Campus Event Services also

ensures it is scheduled and tracked as a minors program in Ad Astra and that all space needs are met for the program.

Finally, Campus Event Services has an auxiliary role in UTK's Emergency Operation Center. Due to the broad view of what is happening on campus, Campus Events plays a crucial role in providing information to the EOC and other high-level stakeholder groups regarding campus activities at any given time.

Conferences and Event Services

