




FLORIDA
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UNIVERSITY

MEMORANDUM

To: Senior Vice Presidents, Vice Presidents, Deans, and Senior Directors

Cc: Jehnny Rivera, Executive Director, University Ceremonies and Events

From: Javier I. Marqués, Vice President for Operations and Safety and Chief of Staff 

Date: March 27, 2023

Subject: Event Protocol and Management

As regular programming and events have resumed, we must continue to strive to deliver a positive experience to our constituents when they attend university events. The Event Protocol Book (attached) is a tool that was created to provide the standard operating procedures for event management at FIU. The book can also be accessed [here](#). It should be used as a guide to produce any event being hosted by the university. Additionally, event protocol trainings will resume in Summer 2023. We highly encourage for your teams to attend.

Below are key points to consider:

- The appropriate budget should be allocated to produce an event that meets university standards. A funding source (for example: activity number) should be identified prior to starting the planning process. Please note that should logistics for your event be under the purview of University Ceremonies and Events (UCE) due to Presidential involvement, funding will continue to be the responsibility of the hosting department.
- If the event is to take place in your building or an area managed by your unit/college, regular building maintenance and upkeep should take place to ensure the area is ready to host the event. Any maintenance or facilities related requests and associated costs will also be the responsibility of the hosting department.
- If you plan to invite elected officials to your event, please ensure to notify the Strategic Communications, Government, and External Affairs team prior to sending out invitations.

President's participation:

- The President's attendance must be requested by using the event request form found on the Office of the President (OOP) website - <https://president.fiu.edu/>. Confirmation of calendar availability does not mean the President's participation is confirmed. The OOP will email a confirmation notice once the President confirms participation.
- The Office of UCE will provide oversight of any event in which the President will participate to ensure that the proper protocols are followed.
- All collateral items such as invitations, printed programs, videos, etc., must be approved by both UCE and OOP.
- The planning unit should manage Presidential staffing, preferably someone who knows the event details and expected VIPs, unless otherwise assigned to UCE or OOP.
- The President's Briefing Document must be submitted to OOP a minimum of two business days prior to the event. It should contain all pertinent information that the President needs to know about your event (program, remarks, VIP bios, and latest RSVP list).

University's Signature and Special Events-Roles and Expectations:

Ceremonies & Awards

- These are defined as large-scale, university-wide events honoring a specific constituency. Ceremonies include the President Inauguration, Faculty Convocation, Commencement, and Panther Convocation. Awards include HR Employee Service & Recognition Awards.
- All ceremonies are to be managed by UCE. Due to the nature of these events, each ceremony will require partnership with other areas (i.e., Academic and Student Affairs, Human Resources, Alumni Relations and/or colleges and schools).
- All awards are the responsibility of the respective unit but overseen by UCE to ensure production and service quality.
- Should a university donor be honored and/or asked to speak at one of these ceremonies or awards, Donor Relations & Stewardship (DRS) will be consulted to have the donor's vision and special request incorporated into the plans.
- Specifically for ceremonies, logistics for these donors will be handled by UCE (as they do for any other VIP ceremonies), unless otherwise requested by the donor or President in collaboration with DRS.

Groundbreakings / Ribbon-Cuttings / Unveilings

- Each time the university breaks ground, opens and/or unveils a new space on campus, UCE is responsible for all event logistics.

- Should a university donor be part of the event (i.e., building naming, plaque unveiling, financial contributions, etc.), DRS will be consulted to have the donor's vision and special request incorporated into the plans.
- Any special requests (e.g., tours, lunches, etc.) in addition to the official university event will be managed by the respective division or college. Should the college need assistance, they should coordinate the special requests with DRS.

Retirements / Celebrations of Life

- All retirements and celebrations of life are the responsibility of the respective division or college.
- There will be instances, by request of the President, the event will be a university-wide event. In those cases, UCE is responsible for all event logistics. The funding of the event will continue to be the responsibility of the hosting department.
- Depending on the individual being honored, consultation with the President, Provost and/or other Vice Presidents (or the honoree's office) may be required.

Stewardship / Recognition Events

- This is defined as breakfast, lunch, dinner, reception, or discussion where a donor will be recognized for their recent gift and/or thanked for their continued giving.
- All events of this nature are the responsibility of the respective division or college. In the event the President is involved, DRS will serve as the main event manager with UCE oversight (to ensure production and service quality).
- Should this event occur at the Reagan House, DRS will work with the OOP and UCE to ensure all appropriate protocols are followed and briefing materials are provided.