

The Office Of University Events

Standard Operating Procedures

1. **Objective:** To establish guidelines and procedures for all simple meetings, university events, or presidential event.

2. **Procedures:**

2.1 Booking

There are three types of bookings that can be made by KSU faculty, staff, and student organizations.

- 1) **Simple Meeting-** A simple meeting does not require any set up, special audio or visual needs, parking, will not have any food or catering, or any additional support from any other campus entity. Simple meetings are booked as a reservation and the space can be directly booked. They do not need prior approval. Registered student organizations may not book simple meetings.
- 2) **Campus Event-** Requires setup, special audio and/or visual needs, parking, food/catering, or additional support from any other campus entity. Campus Events are booked as requests. Campus events include all registered student organization reservations.
- 3) **Presidential Event-** Any event that requires the presence of the President of KSU must go through the Office of University Events.

Every request or reservation must be submitted via Virtual EMS (VEMS) for any KSU faculty, staff, or registered student organizations. All requests must be made at least 30 to 90 days in advance, depending on the scope of the event. Event requests will be reviewed by University Events and the requester will be notified that the request has been received. Once the event coordinator has all the information needed, including a signed contract by the host, the event will be confirmed or denied via email. Any modifications after a request is confirmed must be submitted by email to the event coordinator. An event that is modified or cancelled within 48 hours of the start of the event may result in monetary charges to the requesting organization.

KSU recognizes university departments, offices, or registered student organizations may sponsor non-affiliates seeking to hold events on campus. The sponsor accepts full responsibility for all stages of planning including execution of the event. Facility fees, event support fees, and auxiliary support fees may apply for such events.

2.1.2 Event Integrity Statement

Navy Standard Operating Procedure Examples

**United States. Navy Department.
Bureau of Medicine and Surgery**

Navy Standard Operating Procedure Examples:

Navy Staff Officer's Guide Dale C Rielage, 2022-11-15 Continuing the tradition of Naval Institute Blue and Gold series classics such as *Command at Sea* and the *Watch Officer's Guide* the *Navy Staff Officer's Guide* will equip naval leaders for success in the challenging professional environment of a Navy staff. Navy staffs build and equip the Navy plan its future and guide its current operations. During a staff tour a savvy Navy leader can have positive reach beyond the lifelines of a single command with impact across the fleet and years into the future. Staff duty emphasizes a different set of tools from those typically employed in sea duty billets. It has its own formal and informal expectations and its own opportunities, challenges, and pitfalls. This guide provides and explains those tools and marks the shoals that can wreck the unaware, enabling both new and seasoned staff officers to be prepared for the unique requirements of staff duty. Through extensive use of historical examples and sea stories, it introduces the reader to why staffs exist, how they impact the Navy, and how they can offer both professional development and meaningful accomplishment. Recognizing that Navy staffs vary in their purposes and organization, *The Navy Staff Officer's Guide* synthesizes those differences into meaningful guidance for all staff officers, civilians, and Sailors, whether assigned to a destroyer squadron staff operating from a DDG or to the OPNAV staff in the Pentagon. Effective coordination, clear communication, and an understanding of the commander and their mission are central to staff success and are clearly articulated. In twenty-three chapters covering the many aspects of Navy staff work, including The Staff Command Triad, Communicating as a Staff Officer, Civilian Personnel, Fleet Commands, and the Maritime Operations Centers and TYCOMs and SYSCOMs, Captain Rielage has covered the waterfront in Sailor speak with this comprehensive and readable guide. Staffs may not win the fight, but good staff work creates the conditions for victory before the first shot is fired. This guide is the key to ensuring the success of Navy staffs and all those who serve them. **Manual of Navy enlisted**

manpower and personnel classifications and occupational standards United States. Bureau of Naval Personnel, 1975

Basic Field Manual United States. Army. Signal Corps, 1939 **Manual of Naval Preventive Medicine** United States. Navy Department. Bureau of Medicine and Surgery, 1953 **Management of the Navy's Standard Automated Financial System** United States. Congress. House. Committee on Government Operations. Legislation and National Security Subcommittee, 1989 **Manual of Enlisted Navy Job Classifications** United States. Bureau of Naval Personnel, 1973

U.S. Navy Public Affairs Regulations United States. Navy Department, **The History of the Medical Department of the United States Navy in World War II.** United States. Navy Department. Bureau of Medicine and Surgery, 1950

Single Subject Training Manual II (administration and Management) of Navy Counselor 1 & C Training Course, 1981 **Navy Management Review**, 1968

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Table of Contents Navy Standard Operating Procedure Examples

1. Understanding the eBook Navy Standard Operating Procedure Examples
 - The Rise of Digital Reading Navy Standard Operating Procedure Examples
 - Advantages of eBooks Over Traditional Books
2. Identifying Navy Standard Operating Procedure Examples
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Navy Standard Operating Procedure Examples
 - User-Friendly Interface
4. Exploring eBook Recommendations from Navy Standard Operating Procedure Examples
 - Personalized Recommendations
 - Navy Standard Operating Procedure Examples User Reviews and Ratings
 - Navy Standard Operating Procedure Examples and Bestseller Lists
5. Accessing Navy Standard Operating Procedure Examples Free and Paid eBooks
 - Navy Standard Operating Procedure Examples Public Domain eBooks
 - Navy Standard Operating Procedure Examples eBook Subscription Services
 - Navy Standard Operating Procedure Examples Budget-Friendly Options
6. Navigating Navy Standard Operating Procedure Examples eBook Formats

- ePub, PDF, MOBI, and More
- Navy Standard Operating Procedure Examples Compatibility with Devices
- Navy Standard Operating Procedure Examples Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Navy Standard Operating Procedure Examples
 - Highlighting and Note-Taking Navy Standard Operating Procedure Examples
 - Interactive Elements Navy Standard Operating Procedure Examples
- 8. Staying Engaged with Navy Standard Operating Procedure Examples
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Navy Standard Operating Procedure Examples
- 9. Balancing eBooks and Physical Books Navy Standard Operating Procedure Examples
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Navy Standard Operating Procedure Examples
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Navy Standard Operating Procedure Examples
 - Setting Reading Goals Navy Standard Operating Procedure Examples
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Navy Standard Operating Procedure Examples
 - Fact-Checking eBook Content of Navy Standard Operating Procedure Examples
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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