COM Events Procedure (Faculty/Staff)

Jeff Clark - 2019-11-22 - COM Policies

We have a new process to ensure that our community-facing events depict the College's identity and branding in a consistent and harmonious way.

Yael Matan, Development and Special Events Coordinator, will be managing the events quality control process.

You are still responsible for planning and implementing the logistics for you own events. Yael will serve as an internal resource to help guarantee its success.

Please take a moment to familiarize yourselves with these new procedures for Events Quality Control:

- Once an event date has been confirmed, please meet with Yael to review
- All College of Medicine events are to be placed on a central calendar.
- Invite COMEvents@health.fau.edu to all events.
- Event checklists, suggested timelines, briefing template and a formal Dean attendance request form will be available on the COM Intranet in the coming weeks.