

Facilities & Services Policies, Procedures, and Guidelines

Purpose: An F&S event program is essential to fostering good relations between departments and among employees. The purpose of these guidelines is to coordinate F&S events that involve all employees.

Owner: Office of the Executive Director

Policy: Any event, activity, or program that potentially involves all F&S employees must be vetted and approved by the F&S Events Committee before any planning for the event.

Procedure:

1. Any group wishing to hold an all-employee event must submit a written proposal for the event, including a description of the event, date, time, and location to the Events Committee chairperson a minimum of 30 days prior to the event.
2. The Events Committee will review the proposal and approve or deny the request.
3. If and when the proposal is approved, planning for the event may begin.
4. All signs for the event posted in PPSB must adhere to the F&S Policy on PPSB signage.

Responsibility: Management personnel are expected to inform and remind employees of their responsibilities in complying with these guidelines. Employees who violate this policy may be subject to disciplinary actions.

Contact: Barbara Ellen Janunas-Leisner, Events Committee chairperson janunasl@illinois.edu, 217-300-8314.