

SPECIAL EVENTS COORDINATION

Special Events Coordination Policy

November 19, 2018

The External Affairs department coordinates all special events at the School of Public Health. The Special Events Team (SET) will assist you in coordinating all events at the School. Sponsors of student events will meet with the SET in the planning stages in order to ensure the security, safety, and smooth coordination of their event. Students holding events are responsible for the appropriate fees and for contacting the Events Manager at sklein1@jhu.edu or at 410-614-1550 no less than a month prior to the event. SET will invite you to attend the Special Event Team meeting two weeks prior to the event to discuss your needs.

In general, student-sponsored events should be held for predominantly public health students and should be in accordance with the academic purposes of the Bloomberg School. "Content Approval" by the Associate Dean for Student Affairs is necessary for all student-sponsored events. Additionally, if the event occurs during non-business hours (before 8 a.m. or after 5 p.m. or on weekends), you will need to submit your request in writing to eventrms@jhsph.edu.

Events sponsored by student groups recognized and/or funded by Student Assembly must also adhere to all Student Assembly policies and event practices.