



Events Management Committee Meeting

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April 25, 2016



UNIVERSITY OF
SOUTH ALABAMA

Today's Agenda

- I. Special events content review
- II. Master special events calendar
- III. Software implementation overview

Desired meeting outcomes

- Significant progress on special events content
- Feedback on master special events calendar design
- Feedback and clarity on EMS software implementation



Special Events Website Content

General feedback

Blogs

Event promotion

Key definitions

Information gaps



3



EMS Implementation

Happening now! – System merge, creating test environment, preparing for in person visit

May 3-4 – In person EMS visit

May 9 – Critical data due date

Will receive instructions by end of the week

May 11 – Presentation to Faculty Senate

Mid June – Administrator Training

End of June – User Tester Training

Early July – Launch



Items to Remember and Share

- Verbal preview of special events content.
- Excitement about special events calendar design
- *Org wide communication this week. Presentation to Faculty Senate May 11.
- *Critical implementation milestones

**subject to change*



Next Steps & Outcome check

Next steps

- **Today!** Inform your home department/division about the communication.
- Think about additional blog topics.
- Email Melva if you are interested in the training or advisory committee.

Did we...

- Accomplish significant work on special events content?
- Provide a good overview of the master special events calendar?
- Are you clear on next steps?

