# Event Planning

**SOP #:** SA.008.00

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>02/01/2018</th>
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<tbody>
<tr>
<td>Last Revision/Review</td>
<td>8/28/19</td>
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## 1. Purpose
To describe the process used to plan and coordinate annual student events such as Orientation Week and White Coat Ceremony.

## 2. Related Policy/Authority

## 3. Faculty/Staff Responsibilities
Office of Student Affairs

## 4. Definitions/Abbreviations

## 5. Procedural Steps

### 1.1 Orientation Week
- Takes place Monday-Friday during the week prior to the first day of instruction.
- All OMS-I students are **required** to be in attendance for all sessions.
- Orientation Week Planning Committee
  - Formed by the Director of Student Affairs in January
  - The Committee meets every 2 weeks from January until the event (timeline can be modified as necessary).
  - The Committee consist of Student Affairs personnel, Academic Affairs, and additional staff as deemed appropriate by the Director of Student Affairs.

### 2.1 White Coat Ceremony
- Typically takes place at the conclusion of Orientation Week (on the Friday or Saturday). Actual date will depend on availability of venue for the event.
- All OMS-I students are required to be in attendance.
- Students should contact the Office of Student Affairs as soon possible if they are unable to attend the event.
- Coordinated by the Office of Student Affairs.
- White Coat Ceremony Committee is
  - Formed by the Director of Student Affairs in January
  - Meets every 2 weeks from January until the event.
  - Committee will consist of Student Affairs personnel, Academic Affairs, and additional staff as deemed appropriate by the Director of Student Affairs.
6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance
Office of Student Affairs

8. Signature

<table>
<thead>
<tr>
<th>Signature on File</th>
<th>8/28/2019</th>
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<tbody>
<tr>
<td>Vanessa Richardson, MAEd</td>
<td>Date</td>
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9. Distribution List
Internal/External

10. Revision History

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Subsection #</th>
<th>Summary of Changes</th>
<th>New/Cancellation/Replacement Procedure? (if applicable)</th>
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