Faculty Senate Meeting
Wednesday, April 21
567 Capen Hall – Martin Rm.

• Established 1987 as part of the Division of University Relations
  (under Ron Stein)

• 1988: Regan hire - Conference Operations added

• 1991: Regan Named Director

• 1997: Special Events joins the Division of Student Affairs

• 2010: What are we all about today?
Mission

• Commencement, DSS, Dr. Martin Luther King Jr. Commemoration, Celebration of Academic Excellence, University Welcome, Millard Fillmore Commemoration, Life & Learning Workshops
Office of Special Events 2010

Little Things Make a Difference

Office of Special Events 2010
Office of Special Events 2010

Mission

• Commencement, DSS, Dr. Martin Luther King Jr. Commemoration Celebration of Academic Excellence, University Welcome, Life Workshops, Millard Fillmore Commemoration
• Provide lead service support for ‘University-wide’ events: Press Conferences, Ground Breakings & Dedications, President’s Address to the Community; other.
Office of Special Events 2010

Linda Yalem Run for Safety
Sunday Sept. 27, 2009
9:30 AM Alumni Arena

Office of Special Events 2010
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• Collaborate with other units of Student Affairs on Divisional Programs and Initiatives
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• Partner with the University Community on their programs
• Work with Community Organizations on their programs at UB

Office of Special Events

Management Support 1

Broker Logistics: One-Stop Shopping

• Budget & Contract Management
• Timeline Management
• Conference / Event Facilities
• Audio-Visual / Technical Production
• Catering/Dining
• Parking - Transportation
• Overnight Accommodations

• Special Events/Tours
• Graphic Design-Printing
• Conference Handouts
• Decorator - Trades - Other
• On-site Supervision
• Invoice/Payments
• Budget Reconciliation
Office of Special Events

Management Support 2
Registration & RSVP Service

- Secure Web-site
- Financial Account Set-up (UBF)
- Secure On-line Payment
- Unlimited Registration Profiling
- E-Confirmations
- Custom Reports
- Customer Contact
- On-site Walk-up Registrations
- Professional Name Badges
- Financial Reconciliation Audits
- Refunds

Thank you!