

VI. Events

CONTENTS

- VI. Events..... 1
 - A. **EVENT MANAGEMENT**..... 1
 - B. **EVENT SCHEDULING**..... 1
 - C. **GAME CONTRACTS**..... 1

A. EVENT MANAGEMENT

- a. Approval and revision
 - i. Senior Associate AD – Capital, Facility & Events
- b. Policy
 - i. An Event Manager is assigned to each sport to coordinate all home activities. In certain sports, the duties of the Event Manager will be completed by the Facility Staff and/or the Director of Operations. The Event Preparation described in Section C of this Chapter is designed to be general in nature. Sport-specific Event Preparation may be obtained from the assigned Event Manager for that sport. The Event Manager assignments are on file with the Assistant Athletic Director for Events.
 - ii. Big Ten, EIVA, CHA Conference and NCAA championship events hosted on Penn State’s campus will adhere to tournament regulations and guidelines.
 - iii. Special Events will also be covered by the assigned Event Manager affiliated with their assigned sport such as the Pennsylvania Interscholastic Athletic Association championships, youth or high school games, or alumni events.

B. EVENT SCHEDULING

- c. Approval and revision
 - i. Senior Associate AD – Capital, Facility & Events
- d. Policy
 - i. Big Ten Agreement 17.01.2 A, B, C
 - ii. Schedules must be submitted to and reviewed for conflicts by the Senior Associate AD for Capital, Facility & Events, Assistant AD for Event Management, Sports Administrator and Event Manager. Faculty Senate will approve home event schedules submitted twice per year submitted by the Deputy AD – Administration. Non-traditional season competitions are not permitted during home football game weekends.

C. GAME CONTRACTS

- e. Approval and revision
 - i. Senior Associate AD – Capital, Facilities & Events
- f. Policy
 - i. Big Ten Agreement 17.01.3
 - ii. Game contracts will be collected by the appropriate sport representative, coach or sport administrator for all non-conference games. Faculty Senate will approve schedules twice per year submitted by the Deputy AD – Administration.