

College of The Arts

Dean Chris Garvin

May 10, 2023

Operational Guidelines –Camps and Festivals

- All camps and festivals are required to submit and set up through Events and Productions (EPS).
- All camps and festivals must submit a request to EPS. EPS will review and respond regarding space availability and an estimate of EPS expenses.
- The following must then be provided to EPS four months prior to the event:
 - A comprehensive scope/description with strategic justification of the camp/festival that matches School, College and University strategic plan.
 - Identify Camp/Festival Manager – Individual accountable for camp/festival purchases and making decisions before and during the camp/festival.
 - Provide a budget covering all projected revenues and expenses.
- After all the above mentioned documentation for camp/festival has been provided to EPS, EPS will notify the Dean's Office for review and approval.