

Department of Art Calendar Event Policy and Procedures

The Department of Art fosters community by sharing upcoming events through the Department of Art Outlook calendar and website events page. Students, staff and faculty may submit requests to add on- and off-campus events that highlight art and design to the department calendars.

Calendar Guidelines

- Outlook, (internal and/or external) events not necessarily open to public for attendance.
- Website events page, (external) events open to public for attendance.

Procedure for Requesting a Department of Art Calendar Event

1. Collect accurate information about event.
2. Complete the online Department of Art Calendar Event form (https://memphis.co1.qualtrics.com/jfe/form/SV_0vSfeutebZjB3Jc).
3. Event is added to Department of Art calendars (within two business days of request).
 - a. Senior Administrative Secretary adds event to Outlook Calendar.
 - b. Office Associate adds event to website events page.
4. Senior Administrative Secretary and Office Associate communicates when event has been added to each calendar.
5. Person making request checks Outlook and/or website events page to ensure information is correct and communicates with the Senior Administrative Secretary or Office Associate if errors are discovered.

Calendar Event QR Code

