THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	University Relations	**Number:**	603.4
		Revised:	7/26/91
SUBJECT:	University Events	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	Office of University Relations		

I. Purpose

To work on behalf of the President and Regents, in particular, and to assist the office of the Executive Officers and Deans of the schools and colleges with official, ceremonial and social events.

II. Procedure

A. This office oversees certain official and ceremonial activities involving the President and Board of Regents. These include University-wide events such as Winter Commencement and the University Graduate Exercises, State of the University Address, Faculty Awards Program and other faculty recognition events, Student Honors Convocation, Henry Russell Lecture and Awards Program, building groundbreaking and dedication ceremonies, the President's football luncheons, and ceremonial or special events in connection with alumni, students, faculty, staff, donors and distinguished visitors.

B. The Director of University Events is available to counsel and assist University units in planning and implementation of special events.

C. For information regarding this office, call 763-5100.