

## Event Policies & Procedures

Policy Title: SDS Event Policies & Procedures

Status: FINAL

Original Policy Date: Aug. 1, 2025

Last Revised: Aug. 15, 2025

Oversight Executive: Dean, SDS Event Oversight Team

Applies To: All UVA School of Data Science sponsored or hosted events in our buildings

Publicized Policy: Yes

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### Reason for Policy

The following policies apply to all gatherings planned, hosted, or sponsored by the School of Data Science (SDS) and all SDS-related student organizations. The purpose is to centralize and coordinate all event planning to promote transparency, reduce scheduling conflicts, and ensure optimal space use and resources across SDS units.

Events must be hosted or sponsored by SDS, fall under one or more of these categories, and be mission-aligned with the School:

- Open to the public, SDS-wide, or a broader UVA audience
  - Targeted to prospective students, community, or industry partners
  - Tied to student programming, research showcases, or faculty lectures
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### Event Planning and Process

All events hosted or sponsored by the School of Data Science must be submitted through the [Event Submission Form](#) to be added to the SDS Events Outlook calendar. SDS Contracted Independent Organization (CIO) student-hosted events should be scheduled through the Office of Student Affairs (OSA) for vetting and submission. Check space availability prior to event submission.

Event submissions are routed into an event ticketing system managed by the Event Oversight Team (see Appendix A). Two types of events should be submitted:

1. Events with **space already booked** through Outlook will be added to the SDS Events calendar. Events may not be self-posted to the SDS Events calendar.
2. Events that **request an SDS-managed space** will be reviewed for conflicts, clarity, and alignment with SDS mission priorities. A response will be given within 2-3 business days. If approved, the event will be confirmed with the requestor and added to the SDS Events calendar. If submission is declined, the event contact will receive an explanation and suggestions for resubmission or alternate promotion.

## Event Submission Form Fields:

- Event title
  - Hosting or sponsoring unit
  - Event contact
  - Event description
  - Requested event date(s)
  - Requested event time (include set-up and breakdown)
  - Event location
  - Event format
  - Target audience
  - Anticipated headcount
  - Do you have A/V needs?
  - Do you have marketing needs?
  - Do you want this event posted on the SDS website?
  - Will this event be catered?
  - Do you need operational support? (i.e., housekeeping, setup)
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## Event Tiers

SDS events are categorized into three tiers for planning, prioritization, and mission-alignment:

### Signature Events

- Large-scale, high-visibility events involving the Dean, VIP guests, donors, or strategic partners (e.g., Datapalooza, board meetings, major research showcases)
- Submission deadline: 6–12 months prior
- Approval & planning: Event Oversight Team + Dean/SDS Cabinet
- Support level: Full event coordination with room holds and promotion planning

### Tier 1 Events

- Events with an external audience or internal strategic priority (e.g., recruitment events, research talks, distinguished lectures, career forums)
- Submission deadline: 1–3 months prior
- Approval & planning: Event Oversight Team
- Support level: Moderated—Marketing and Communications, Facilities, and IT coordination as needed

### Tier 2 Events

- Internal-facing events (e.g., student socials, info sessions, faculty brown bags)
  - Submission deadline: Minimum 2 weeks prior
  - Approval & planning: Event Oversight Team
  - Support level: Self-managed with guidance, as needed
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## SDS-Managed Spaces

[View a list of available spaces](#), specs, setup, and room capacity. Event spaces managed by the Event Oversight Team, outside of academic scheduling, include:

- Capital One Hub
  - Lobby and Atrium
  - Corporate Commons
  - Board Room
  - Conference Room 300
  - Classrooms 205, 206, 305, 306
  - Fourth Floor Terrace
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## Reservation Timeline

Event reservations for SDS managed spaces are scheduled on a first-come, first-served basis, according to the timeline below. Submitters should review the SDS Event calendar in Outlook prior to event submission to avoid audience or space conflicts.

Event space is provided to SDS units without charge. Units are required to cover all additional costs associated with space usage (i.e., housekeeping, furniture configuration, student-worker support, additional technology, etc.). Competing events for the same space will be discussed by the Event Oversight Team on a case-by-case basis with all parties involved. Simultaneous events in the same building may be restricted during Signature Events like Datapalooza and Graduation.

If an event is cancelled, the submitter is responsible for informing the Event Oversight Team as soon as possible.

### SDS Units

- Fall 2025 reservations will be accepted on a rolling basis.
- Spring 2026 reservations
  - SDS and Student Councils: Oct. 15.
  - Other CIOs and External: 5 business days prior to new term
- Summer 2026 reservations
  - SDS and Student Councils: March 15

*Exception: Signature Events require a longer runway and therefore can be scheduled by the Event Oversight Team, Cabinet, or Dean to ensure space availability.*

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## Event Execution

Responsibilities for event execution are outlined below based on tier. In most cases, Signature events are planned and executed by representatives from the Event Oversight Team or an event's planning committee. Tier 1 and 2 events are managed by the event requestor with the assistance of their unit support staff or pre-arranged day-of support.

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## Damages/Liability

Event organizers are required to report and pay for any damage done to an event space and/or equipment during their event to the [Facilities Manager](#). Users are prohibited from posting on the walls using tape, tacks, or other implements.

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## Room Setup and Cleanup

The [Facilities Manager](#) can provide recommendations for room configurations, if needed, for Signature and Tier 1 events. Requests for operational support should be specified in the [Event Submission Form](#) or coordinated directly with the Facilities Manager. The room should be restored to its original condition, including but not limited to:

- Whiteboards and chalkboards should be erased and wiped down.
  - Furniture should be returned to the previous configuration and wiped down.
  - All debris should be removed from floors and other surfaces in the room.
  - Specific cleanup related to catering is outlined within the Catering section of this document.
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## Catering

All catered events are responsible for providing their own serving equipment, compostable disposable products (plates, utensils), table coverings when appropriate, and trash bags for surplus waste disposal. All tables and credenzas should be wiped down after the event. A cleaning fee may be charged to the event organizer if spills occur or additional housekeeping is necessary.

If the event requestor would like housekeeping or operational event support pre- or post-event, contact the [Facilities Manager](#) at least five (5) business days prior to the event. Services may incur a fee.

Alcohol is not allowed to be purchased on SDS funds regardless of funding source unless there is an approved exception from the Dean. Existing exceptions include faculty recruitment activities, Advisory Board events, and the SDS holiday party.

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## Parking

On-site parking is not provided for events. [UVA Parking and Transportation](#) offers a range of parking options for event visitors, including requesting a parking lot reservation or promo codes.

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## Technology

Rooms are equipped with a variety of technology. If you have specific A/V needs, provide details in the Event Submission Form. For Tier 1 and 2 events scheduled during normal business hours that have onsite A/V support needs, contact IT at least 12 business days in advance.

For Tier 1 and 2 events scheduled outside of normal business hours that have onsite A/V support needs, contact IT at least 15 business days in advance to get a quote for onsite support. HDMI cords are available through units; adaptors are not provided.

For events not hosted by SDS needing onsite AV support please email the Spectrum events team directly ([events@spectrumintgrators.com](mailto:events@spectrumintgrators.com)) and that team will work with you to determine what support is needed and provide a price.

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## Event Promotion

Event approvals do not guarantee additional marketing support. If you need event promotion, specify in the [Event Submission Form](#) or submit a request through the [Marketing Support Form](#). Event signage can be posted to SDS academic tackboards as per the [Space Use Policy](#).

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## **Event Training**

New SDS team members who will manage events can receive training from the Event Oversight Team. To request training, reach out to [sds\\_events@virginia.edu](mailto:sds_events@virginia.edu).

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## **Governance and Maintenance**

Event Policies and Procedures are managed by a cross-functional Event Oversight Team and will be reviewed annually with input from SDS event stakeholders.

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## **Appendix A**

The 2025-26 Event Oversight Team is comprised of the following positions.

- Associate Dean of Administration
- Director of Information Technology Strategy
- Director of Marketing and Communications
- Facilities Manager and Space Planning Coordinator
- Program and Event Manager