

Communications & Marketing

Event Calendar Entry Policy



Purpose

To ensure accuracy and prevent scheduling conflicts, all event entries on East Central University's official calendar must be verified and approved by ECU Events Management.

Policy Statement

In accordance with ECU's internal scheduling procedures, no event may be added to the university calendar without confirmation of the date, time, and location by Events Management. This confirmation serves as the official authorization for calendar inclusion.

Procedure

1. Submit event details to ECU Events Management using the Event Scheduling Form: <https://ecok.wufoo.com/forms/qwxcdak1p3foh8/>
2. Events Management will verify the requested date, time, and location.
3. Once approved, Events Management will issue a confirmation notification.
4. The event will be added to the official university calendar by the office of Communications and Marketing only after this confirmation is received.

For questions or updates regarding unconfirmed events, please contact:

Jamie Davis

Director of Events Management
jamdav@ecok.edu | 580-559-5214

Responsibility

It is the responsibility of all university departments and event organizers to ensure their event is submitted and approved by Events Management prior to calendar publication.

Exclusions

This policy does not apply to standing calendar entries such as academic deadlines, university holidays, or other non-event-related listings that do not require space reservations.