

Office of Special Events

2010

Faculty Senate Meeting
Wednesday, April 21
567 Capen Hall – Martin Rm.

 **University at Buffalo** *The State University of New York*

students
first

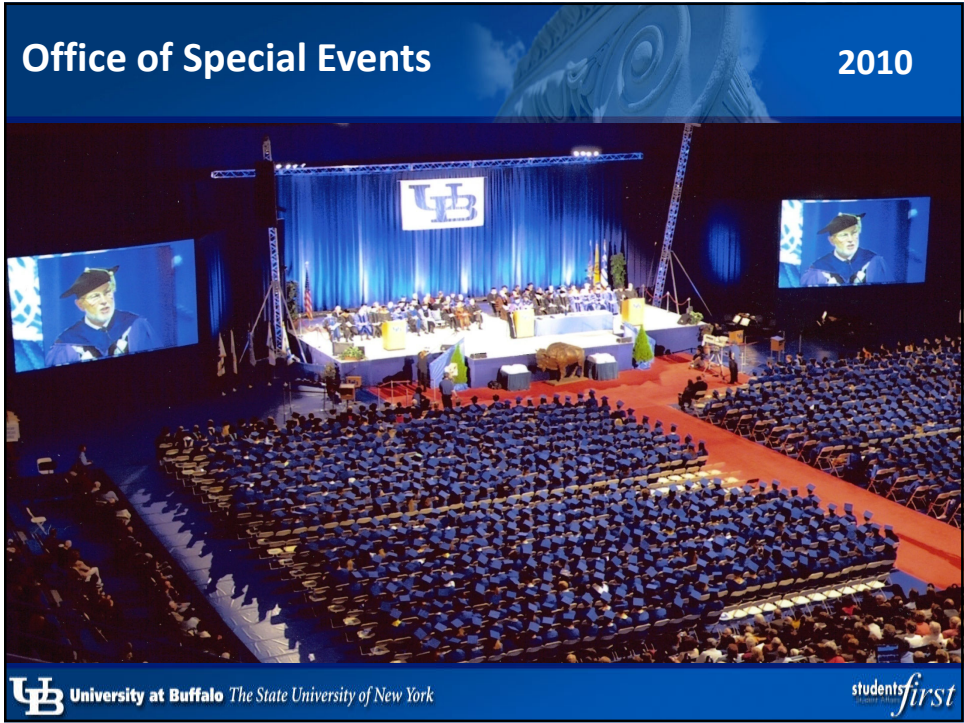
Office of Special Events

2010

- Established 1987 as part of the Division of University Relations (under Ron Stein)
- 1988: Regan hire - Conference Operations added
- 1991: Regan Named Director
- 1997: Special Events joins the Division of Student Affairs
- 2010: What are we all about today?

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Life & Learning Workshops

workshops.buffalo.edu
Spring 2010

Life & Learning Workshops

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Office of Special Events **2010**

Mission

- Commencement, DSS, Dr. Martin Luther King Jr. Commemoration, Celebration of Academic Excellence, University Welcome, Millard Fillmore Commemoration, Life & Learning Workshops

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- Commencement, DSS, Dr. Martin Luther King Jr. Commemoration Celebration of Academic Excellence, University Welcome, Life Workshops, Millard Fillmore Commemoration
- Provide lead service support for 'University-wide' events: Press Conferences, Ground Breakings & Dedications, President's Address to the Community; other.

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Linda Yalem Run for Safety
Sunday Sept. 27, 2009
9:30 AM Alumni Arena

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- Commencement, DSS, Dr. Martin Luther King Jr. Commemoration Celebration of Academic Excellence, University Welcome, Life Workshops, Millard Fillmore Commemoration
- Provide lead service support for 'University-wide' events: Press Conferences, Ground Breakings & Dedications, President's Address to the Community; other.
- Collaborate with other units of Student Affairs on Divisional Programs and Initiatives

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- Collaborate with other units of Student Affairs on divisional programs and initiatives
- Partner with the University Community on their programs

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- Collaborate with other units of Student Affairs on divisional programs and initiatives
- Partner with the University Community on their programs
- Work with Community Organizations on their programs at UB

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Management Support 1

Broker Logistics: One-Stop Shopping

- | | |
|---------------------------------------|------------------------------|
| • Budget & Contract Management | • Special Events/Tours |
| • Timeline Management | • Graphic Design-Printing |
| • Conference / Event Facilities | • Conference Handouts |
| • Audio-Visual / Technical Production | • Decorator - Trades - Other |
| • Catering/Dining | • On-site Supervision |
| • Parking -Transportation | • Invoice/Payments |
| • Overnight Accommodations | • Budget Reconciliation |

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Management Support 2

Registration & RSVP Service

- Secure Web-site
- Financial Account Set-up (UBF)
- Secure On-line Payment
- Unlimited Registration Profiling
- E-Confirmations
- Custom Reports
- Customer Contact
- On-site Walk-up Registrations
- Professional Name Badges
- Financial Reconciliation Audits
- Refunds

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Thank you!