601.0 Campus Events and Programming

There are many advantages to having a busy, stimulating campus environment, especially for a college in a rural location. Yet there is also a need for a sustainable campus environment where Luther personnel and budgets are not overtaxed due to an unwieldy number of events. Finding the appropriate balance is the goal in putting together the yearly calendar of events, and it requires planners to be selective and flexible. When considering scheduling a new or established event, faculty, staff and students are asked to carefully consider the resources involved. Is the event essential? How does it further Luther’s mission? Is there another group or department to co-sponsor the event? By being discerning the college will be able to offer a wide range of programming that enlivens intellectual and artistic life on campus while simultaneously stewarding college resources.

601.1 Calendar of Campus Events

The master calendar for campus events is compiled and coordinated in the Campus Programming office. Athletics events are scheduled separately and then compiled into the master calendar. The Bulletin announcements are compiled and published by the office coordinator in Campus Programming.

Persons planning on-campus events should first consult with the office coordinator in the Campus Programming office (CFL 108, phone 387-1291) to set the date for the event on the campus master calendar and reserve space for the event. The Director of Campus Programming should be consulted if conflicts with other events are likely.

Luther does not have an events planner on staff, so persons scheduling an event are responsible for all publicity, logistics, and other event details. The Campus Programming office can provide a planning check-list to assist in this work.

All off-campus Luther College sponsored events in the Decorah area must be booked through the Campus Programming office and included in the master calendar. In the case of off-campus events which are not sponsored by Luther, Campus Programming can be consulted in order to determine if a conflict with a Luther event is likely to occur, but these non-Luther events are not included in the master calendar. Tickets for non-Luther events held off campus may not be sold at the college’s Box Office or through any other office on campus.

Please use the following guidelines when making booking decisions and arrangements:

1. Official college business such as registration of students, classes and meetings of the faculty are not held without prior consent of the faculty on these national holidays: New Year's Day, Fourth of July and Thanksgiving Day.
2. Apart from exceptional circumstances, events sponsored by outside groups may not be booked more than sixty days prior to the event in order to allow Luther and Luther-related groups adequate time to plan and reserve their own facilities.
3. College-sponsored events have priority over off-campus sponsored events in scheduling dates and spaces. (See also 604.2.2.2.)
4. Events can be scheduled against each other on the campus calendar, with the exception of a few “protected” events. These are:

   a. Sunday Eucharist and Chapel on Monday, Wednesday, Thursday and Friday.
   b. All-campus events: Commencement, Baccalaureate, convocations, new student orientation, Homecoming, and the Distinguished Lecture Series.
   c. Finals preparation time, defined as six days—including weekends—prior to finals both semesters. (Exceptions are athletic events, social gatherings, Cool Aid, Christmas in the Union, Kwanzaa, student research symposia in the sciences, and Senior Recognition Day and Research Symposium).
   d. In addition, the following big events can be scheduled against by smaller events (less than 100 attendees) but are mutually exclusive; in other words, only one of these events can occur at a time: Center for Ethics and Public Life major lectures, Center Stage Series events, major SAC concerts, Christmas at Luther, and the Nobel Peace Prize Forum. (We trust planners of smaller events will know that even though it is permissible, scheduling against these big events would be unwise.)

5. In addition to scheduling against the “protected events” listed above, the following times should be avoided:

   a. Monday evenings (a class night) during the academic year. If an event must be booked on a Monday evening, it should begin after 9:00 p.m. The exception to this is that informal student meetings can be held Monday evenings if they are not advertised or listed to the official campus event calendar.
   b. Tuesdays from 9:40-10:50 a.m., a time when many faculty and committee meetings are held.
   c. Booking events against the Center Stage Series and Distinguished Lectures should be avoided, if possible, to allow students to attend these events which they help fund.
   d. Thursdays from 9:30–10:30 a.m., Colloquy (see 601.2 below).

6. Pre-approval is required for scheduling a series of events. (series = more than two events that are related by theme, time span, or organizing group. This includes special emphasis “weeks” and proposed new annual events). Faculty and staff organizers need to send an overview of the series, proposed number of dates, and funding sources at least three months in advance to the appropriate vice president. Student groups need to send the same information to the appropriate program or department head (LDC, SAC, College Ministries, an academic department head, etc.). Note: pre-approval by a vice president or department head does not guarantee a specific facility or time on the calendar for the series.

7. In the case of a change in time or location of an event, the Campus Programming Office should be notified as soon as possible.

8. In the event of inclement weather, the Campus Programming Office should be notified of any late start or cancellation as soon as the decision is made.

9. Campus events that occur outside of the academic year (e.g. summer camps, reunions, conferences) are also coordinated in the Campus Programming office. To discuss scheduling an event of this nature, contact the Coordinator of Summer Conferences and Special Projects.

10. Exceptions to any of these policies will be made by the Director of Campus Programming, in consultation with the Vice President for Development. For exceptions to athletic events, consultation will be done with the Athletic Director.
601.1 Daily Chapel—Daily chapel is an integral part of life at Luther College. All students, faculty and staff are encouraged to attend Chapel on a regular basis. A variety of worship forms and speakers is offered; Tuesday chapel is student led. Although faculty and staff meetings can be held opposite Tuesday chapel, no classes, public events, student meetings or special events should be held during the Chapel period (10:30-11:00 a.m.).

601.2 Colloquy—Colloquy is the name of the 9:30-10:30 a.m. hour on Thursday mornings set apart for conversation between faculty and students, advisors and advisees, and students and staff. Occasional student presentations, special meetings, and gatherings with campus visitors are also permitted. Colloquy is not to be used for regularly scheduled classes, labs, or music lessons; athletic practices or other regularly required team activities; regular college or departmental committee meetings, or college-wide events. College Convocations are held during Colloquy at the beginning of semesters or when otherwise approved by the Dean in discussion with Campus Programming office.

601.3 Fine Arts Series - The Center Stage Series of guest artists, which usually consists of a dozen events, is funded in large part through the optional student Co-Curricular Activities Fee and administered by the Campus Programming office and the student Performing Arts Committee. Series subscription tickets may be purchased from May to September through the Box Office. Tickets for individual events are generally sold three weeks in advance of the event.

601.2 Assignment of Facilities for Events

Luther’s academic calendar is set two years in advance. At the time it is set, facility space for the following events is assigned: worship services, convocations, Homecoming, Commencement, Baccalaureate, Family Weekend, and new student orientation. For all other events (beyond regularly scheduled classes) that need a space on campus, priority will be given as follows:

a. Christmas at Luther performances
b. Nobel Peace Prize Forum when held at Luther (because its date must be coordinated with four other campuses)
c. Admissions Events (including events focused on recruiting such as Dorian Festivals and Church Youth Fest).
d. Homecoming concerts for primary touring ensembles (Nordic Choir, Symphony Orchestra, Concert Band, and Jazz Orchestra), The Distinguished Lecture Series, major Center for Ethics and Public Life events, and the Center Stage Series.
e. Complex music department events (oratorios, Cathedral and Collegiate homecoming concerts, spring operas, and spring Norsemen/Aurora concerts).
f. Events and conferences sponsored by academic departments, SAC events, Diversity Center events, and Text and Issues lectures.
g. Student-generated events and conferences.
h. Departmental and student meetings
i. Events sponsored by external (non-college) organizations and persons.
j. Events for personal use by faculty, staff, or students and have a rental fee.

The CFL facilities are not available Sunday evenings from 6:00 p.m. on and Wednesday evenings from 8:30 p.m. on due to College Ministries programming.
Event planners should begin by identifying a time on the campus calendar in Campus Programming, and then reserve the facilities needed. Most facilities on campus are reserved by the Office of Campus Programming with the exception of:

a. Athletic facilities—contact the Director of Athletic Facilities

b. Jenson Noble Hall of Music—contact the Administrative Assistant, Music Department

c. Non-Seminar Rooms in Valders Hall of Science and Sampson Hoffland Laboratories—contact the Administrative Assistant, Valders and Sampson Hoffland

d. Center for Fine Arts—contact the head of the Theatre/Dance department

e. Nobel Room and Peace Dining Room—contact the Director of Catering

Facilities on campus are available for rent by faculty, staff, and students for personal use after campus needs are met. Contact the Campus Programming office coordinator to discuss scheduling and the Coordinator for Summer Conferences and Special Projects for information regarding rental fees and policies.