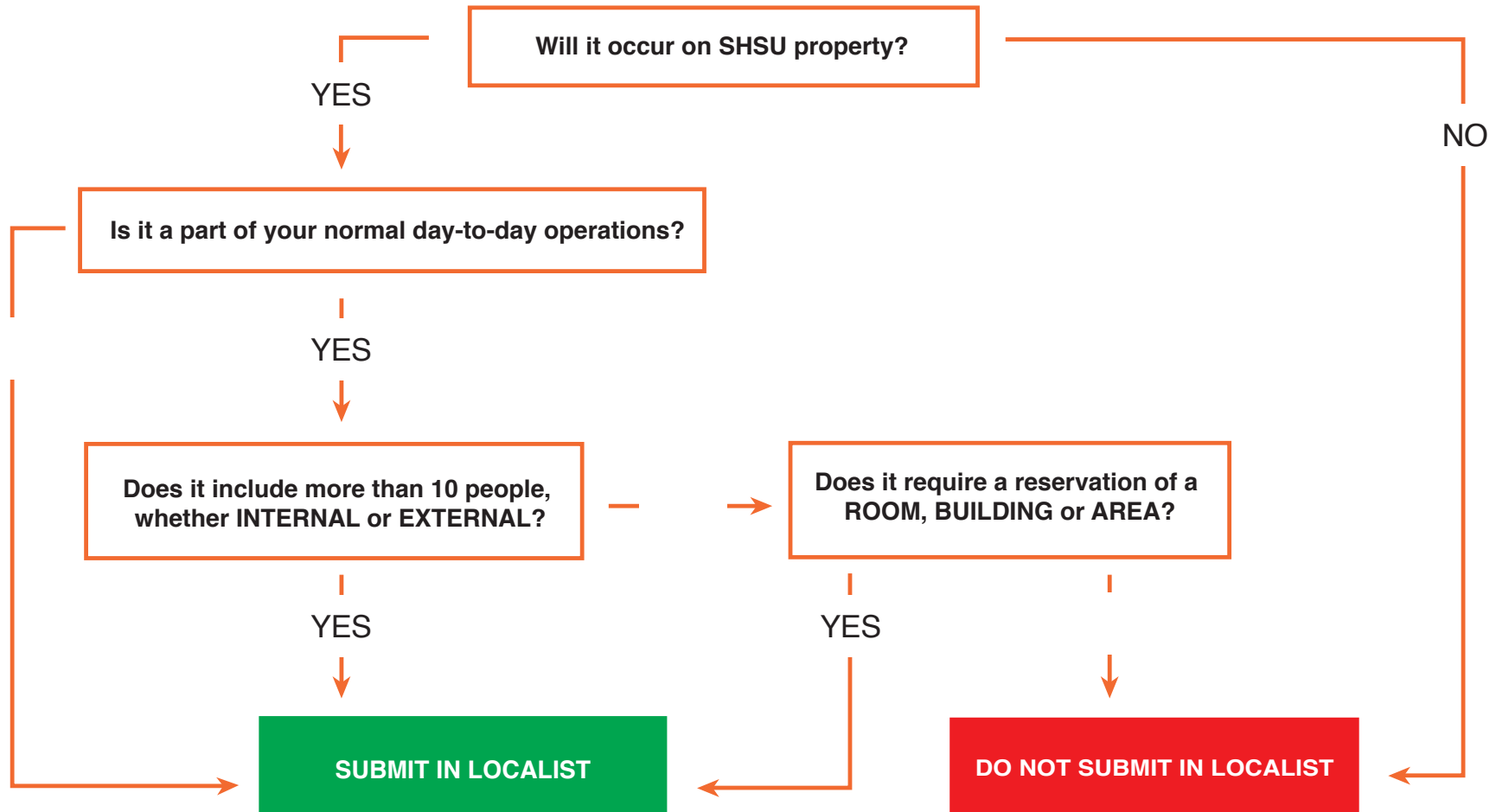




USING THE UNIVERSITY CALENDAR FOR EMERGENCY MANAGEMENT

SHSU Public Safety Services requested a university-wide system to track all events on campus for emergency management purposes. After an investigation of all calendaring systems on campus, it was determined to use the university calendar, Localist. All university events and meetings, as defined by the below chart, should be added to Localist starting in Spring 2021.

1. Complete Office of the President Event Request form (shsu.edu/EventForm)
2. Receive approval from the Office of the President
3. Follow flowchart and submit to Localist





USING THE UNIVERSITY CALENDAR FOR EMERGENCY MANAGEMENT

Guideline Updates:

- All internal and external events or meetings must be included in the Localist Calendar, as indicated with the flowchart
- Events should be submitted to Localist after being approved by Cabinet
- Complete the Office of the President Event Request Form prior to submitting to Localist (shsu.edu/EventForm)
- Events should be submitted to Localist the Thursday prior to the event date
 - Public events should be submitted weeks in advance for marketing purposes
- On-demand Localist training will be available in Talent Management starting December 1. Live Q&A sessions will be available at a later date.

Localist Changes:

1. Mark your event as external or internal
 - External = Open to the public and will appear on SHSU event website
 - Internal = Invitation only and will not appear on SHSU event website
2. Provide an estimated number of participants that will attend your event
 - This information is private and only used for internal, emergency management purposes
3. Include a contact number where we can reach you during the event in case of an emergency
 - This private information is used for internal, emergency management purposes

Benefits to Using Localist:

- Market your event to the SHSU Community
- Display your event on the SHSU event website and the SHSU homepage
- Create custom widgets for your website that automatically display your events
- Appear in university newsletters and be featured on university social media channels
- Allow participants to register and reserve tickets

DURING COVID-19, FOLLOWS THE BELOW PROCESS FOR EVENT APPROVAL:

1. Complete Office of the President Event Request form (shsu.edu/EventForm)
2. Receive approval from the Office of the President
3. Follow flowchart and submit to Localist