

UMSL Public Affairs Protocol

1. When a public official calls, or a member of the Campus community wants to schedule an event with a public official, call or email the Executive Staff Assistant for Public Affairs and Economic Development, Karen Pierre (X5823 or pierrek@umsl.edu).

Let her know:

- a. Public Officials involved
 - b. Purpose
 - c. Nature
 - d. Place and Time desired
2. Karen will notify the Chancellor, Tom George, the Chancellor's Assistant for Public Affairs and Economic Development, Betty Van Uum, and the UM System's Director of Government Relations, Molly Tallarico. They will advise her whether or not administrative involvement will be necessary.
3. Depending on the nature and sponsorship of the event, Karen will manage
 - a. Campus notification
 - i. Email
 1. Karen notifies Tom, Betty, and Molly
 2. Vice-Chancellors, Deans, and Directors
 - ii. Signage
 - iii. Coordination with the Office of Media, Marketing, and Communications
 - b. Police and Security
 - c. Parking
 - d. Venue arrangements
 - i. Room Reservations
 - ii. Setup
 - iii. Audio-Visual
 - iv. Catering