



Berea College Information Technology Department  
Audiovisual Services Team

## Priority Events

The priority events listed below have been reviewed and approved by the Administrative Committee (Nov 6, 2018). If a non-listed event conflicts with any of these activities, it could result in the non-listed event not receiving any support due to lack of available staff or equipment. However, outside vendors may be used with additional expenses. Please also note that any event occurs outside of regular business hours might result in additional staff overtime costs.

- General Convocations (23) that are published by the Convocation committee, including Opening Convocation.
- All co-curricular convocations:
  - BME Fall Concert
  - Country Dancers
  - Concert Choir/Chamber Singers
  - Wind/Jazz Ensemble Spring Concert
  - Kinetic Expressions
  - Bluegrass Ensemble
- Annual Commencement (*including baccalaureate and nurses pinning*)
- Board of Trustees meetings (3)
- General Faculty Assembly meetings (9)
- Staff Forums (10)
- Christmas Concert
- First Year Move-In events *\*depending on available resources*
  - Welcome to Berea College
  - Parent and Family Session
  - Ceremony of Dedication
  - Student Life 101
  - All Peoples of the Earth
  - Performing Arts Session
  - God on the Quad
  - Academic Year Opening Program
  - Making a Fresh Start
  - Academic Success Rotations
  - Sex Signals
  - President's Fresh Start Breakfast
  - Learning Through Labor
  - First Year Student Assembly
  - First Year Student Convocation
- Homecoming and Reunion events *\*depending on available resources*
  - Sweetheart breakfast
  - Alumni Awards ceremony
  - Homecoming Court
  - BSU Pageant
  - Block Party on the Square
  - CAB Homecoming Dance
  - BME Homecoming Concert

***\*Special events approved by AC depending on available resources***