Administration and Finance, Event Services 2016-2017

		Assessment/ Measures and	Strategies to Achieve Target			
Link to Strategic Plan	Outcome	Target Performance Levels	Performance Level	Result: Data results	Analysis	Action Plan
3.2	Increase the number of	50	Continue to engage community	55	Event Services continued to	Continue to partner with internal
	internal & rental events		and build relationships through		receive business and interest	and external stakeholders.
			events.		from repeat customers, while	Increase support to internal
					engaging new clients.	departments.
					Furthermore, the department	
					grew in responsibility and scope	
					due to the addition of the theatre	
					department, previously managed	
					by the Office of the Dean,	
					College of Arts and Sciences.	
					The transition has effectively streamlined rental contract	
					preparation, increased overall	
					revenue, and reduced excessive	
					overtime reporting.	
					overtime reporting.	
3.2	Increase the number of	28	Continue to engage community	31	see above	see above
	rental events		and build relationships through			
			events.			
3.2	Increase the net revenue	\$55000	Streamline event rental process	\$67,000	see above	see above
	from rental events		and limit overtime expenses by			
			combining two existing			
			departments into one for all			
			customer service needs.			

8/11/2017