				Stak	eholder Gr	oups							
Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval)shade in box in red N - Notify	&Gord Press	dent chartes	Applicable	Escury A	senth selection	eadershi eadershi	Approprie	se Director of the Staff Asse	Student P	spender spender	Supervisor	Other Third Patrice	Antest Motes
Speakers & Exhibitions + Exhibition Services													
Exhibitions: Payment for lost or damaged student artwork	D		A		А	D	I, N			P			CCS has an explicit policy stating that the College will not cover the loss or damage of any student artwork on campus for any reason. However, exceptions have been made, and exceptions may occur in the future. This row refers specifically to exceptions to the policy.
Exhibitions programming line-up decisions		Р, І		P			P, D, N						All CCS faculty and staff may propose specific exhibition ideas to the Gallery Coordinator via the online Speakers & Exhibitions proposal form. Gallery Coordinator considers the themes, quality, budget, scheduling logistics, and installation/production logistics of the proposal, and considers the proposal along with Director of Exhibition Services. Conversations are held between Gallery Coordinator and the staff/faculty proposing the exhibition, and may occasionally include Deans, department Chairs, and department Supervisors as necessary to get the whole picture of the proposal. Gallery Coordinator approves final decision and notifies the person who submitted the proposal.
							7-7						Occasionally, faculty, program managers, or other staff may request the use of items such as pedestals, plinths, vitrines, tools, and hardware for non-exhibition needs on campus. This row
Utilizing Exhibition Services resources for non- exhibition needs and projects						D	P, I, N				А		shows the flow of decision making for considering such exceptions.

Stakeholder Groups														
Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval)shade in box in red N - Notify	Board	President	chaires	Applicable	Deants)	Sentitive Select Fac	Leadershi Leadershi	Appropriate	Le Director Soft Asset	Student A	Serially Select Stud	gent's Supervised	Other Third Party Co.	Motes Motes
Alcohol being served at exhibition opening receptions	D	А		A				P, I, N						As of now, our policy dictates that the person organizing the event submit a form to the President and the Dean of Academic Affairs for initial approval; that form then gets voted on by the BOT at their next meeting. BOT makes the final call. Gallery Coordinator informs the project organizer of the status of their form.
Reserving exhibition spaces for non-exhibition events (external rentals; departmental events)								P, A, I, D, N						Occasionally, the Special Events team, or Admissions, may ask the Gallery Coordinator if they may hold an event in one of the gallery spaces. We are willing to accomodate when it does not interrupt the S&E programming schedule. These conversations usually remain on a director/manager/coordinator level, and are resolved between Dir. of Event Operations, Dir. of Exh. Services, Gallery Coordinator.
Funding receptions Speakers:						A		I, N, D				A	Р	The Exhibition Services budget may allow for funding some aspects of exhibition receptions (beverages; bartender; decor; catering). "Other" here refers to the project organizer/curator/featured artist.

Template Key P - Propose A - Approve (moves to the next level) I - Provide Input D - Decide (final approval)shade in box in red N - Notify	Board	President	chaires	Applicabl		keholder G	o Tearr Approprie	se Directories of Associations of the Control of th	Student A	ssenbir selection	gent's Supervisor	Other third Party	nate to retain house to house the same the same to house the same to house the same to house the same the same the same to house the same to house the same to house the same
Approval of proposals for Woodward and Toyota speakers			I, P		Р	P		Р			I		All CCS faculty and staff may propose specific lecture ideas to the Gallery Coordinator via the online Speakers & Exhibitions proposal form. Gallery Coordinator considers the themes, quality, budget, and scheduling logistics of the proposal. Conversations are held between Gallery Coordinator and the staff/faculty proposing the exhibition, and may occasionally include Deans, department Chairs, and department Supervisors as necessary to get the whole picture of the proposal. Gallery Coordinator approves final decision and notifies the person who submitted the proposal.
Assigning budget amounts for specific Woodward and Toyota Lectures							P, A, D, N				I		Gallery Coordinator sets budget line items such as honorarium, lodging and travel expenses, and additional administrative expenses, in line with what is available in the budget center.

Notes:

*indicates as needed/applicable

Please shade any D boxes in **red** for ease in identifying the final decision owner.