
Directory of Records – General

Office - Events Office

Description of the Mandate and Function:
Create successful, impactful and memorable events for AU students, staff, and other key stakeholders.
General Classes or Types of Information:
Logistical details pertaining to events hosted by AU
PIB Titles:
Events Office - List of names and address of event attendees
Copies of Records Located:
Copies of records are shared upon request to other departments involved in a specific event we are planning
Policy & Procedure Manuals, Guidelines, Handbooks, Etc.:
Convocation Volunteers - Time off in lieu policy
Remarks:
Reference AU policies on Intranet when needed