

Ellucian Banner Event Module Training

**Updated
January 17, 2013**

ELLUCIAN Banner Event module summary and training

Data on events and the individuals who have attended those events has historically been stored in a variety of ways using MSAccess tables and MSEXcel spreadsheets.

- Using the Banner Event module will ensure that this information is housed in Banner.
- You will be able to open an individual's record in Banner and see all of the events that a particular person actually attended.
- An event can be viewed to see minimal details about the event and who attended the event.

1. Event creation in Banner, pgs. 3-5

- Minimal event information will be entered manually into Banner.
 - Name of event
 - System – Choose according to Module you are using
 - Type of event – i.e. Banquet
 - Agency contact name – This should be main departmental contact who is responsible for the overall project - i.e. or department - i.e. Adrienne Bass, Director of OUAR
 - Department contact name –contact person or event coordinator– i.e. an Administrative Assistant; assistant director; other; or the director may be the event coordinator as well.
 - Event location
 - Event division sponsor – i.e. Academic Affairs; Finance and Administration; Student Affairs; or University Relations
 - Event department sponsor – i.e. Alumni or Art History, Meadow Brook Hall or other
 - Event date and time
 - Event function – i.e. Dinner, Banquet, Reception, Cultivation, etc.
 - Financial org that is used to pay for the event (not necessary).
- Other free-form entered comments, if needed.

2. Event creation in Banner, pgs. 6-7

- Once the event data is in Banner, individual attendance at an event can be coded in Banner
 - Attendance can be added manually for small events.
 - Or there are some macro tools that can be used with training and approval.

Additional event attendee information may be entered in Banner.

For more information about coding invitees and other detail before the event occurs, review Sections 3 - 4, pgs 8 – 11.

5. View event attendance on individual records, pgs. 12-13

- The benefit of having this in Banner is individual records show which events the constituent has actually attended, i.e.
 - Leo Bowman

	<u>Event Description</u>
▪ A0018	CarvilleMatalinLecture9/29/04
▪ A0004	Charter Class Reunion Weekend
▪ A0003	OUAA Banquet
 - This data can be pulled into Access reports, just as is being done with all Banner data
 - **Attendance information will be universally available through the shared Banner Events Module**, instead of only available to those who know where to look or who have access to their “separate silo” Access databases or Excel spreadsheets.

Events will show a record of who attended, once the event attendance data is in Banner, i.e.

- **A0020 OUAA Banquet – November 2005**

• Leo Bowman	• Adrienne Bass
• Susan Evans	• Sue Goepp

1. Event creation

Open Banner form
SLAEVNT.

To add a new event,
begin by typing **ADD**
in the blank **Event:** field.
Or click on the Create:
button.

Event: ADD

Event Details

Description:

☐ Committee or Service Indicator

System:

Event Type:

Agency or Commercial ID:

Contact ID:

Oracle Developer Forms Runtime -

File Edit Options Block Form Record Query T

Event: ADD

From the toolbar, choose
Next Block to roll down into the form.

Complete all fields.

Please review the appendix, pg. 14,
for standards regarding **Description name**
and definitions related to **Event Type**.

1. **Description** should reflect the event name. The name should be easy to identify later and indicate a date.
[Follow description standards in the appendix.](#)
2. **System** – Choose according to Module you are using, i.e. Alumni department would choose Advancement, Admissions would choose Student.
3. **Event Type** – Indicate event type from underlying table. [Review definitions in the appendix.](#)
4. **Agency ID** – Indicate departmental individual who is ultimately responsible for the event.
5. **Contact ID** – Indicate individual who is the main contact, or who is coordinating the event.
6. **Address Type** - Drop-down arrow will bring up address choices. Choose OF or BU type. This information refers to Contact ID individual. Phone number will populate as a result.
7. **Campus** – Double click and make an appropriate choice from the table.
8. **Site, District, College & Dept** – Make an appropriate choice for each field from the tables.

Event: A0045 Alumni Night at ORena 012106

Event Details

Description: Alumni Night at ORena 012106

☐ Committee or Service Indicator

System: A Advancement

Event Type: SPRT Sporting Event

Agency or Commercial ID: G007 Ms. Adrienne Lee Bass

Contact ID: C 1032 Ms. Carolyn M Carpenter

Address Type: OF

Phone: 248 3646134

Campus: 1 Main Campus

Site: 001 Oakland University Main Campus

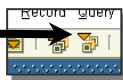
District or Division: 10 University Relations

College: UR University Relations

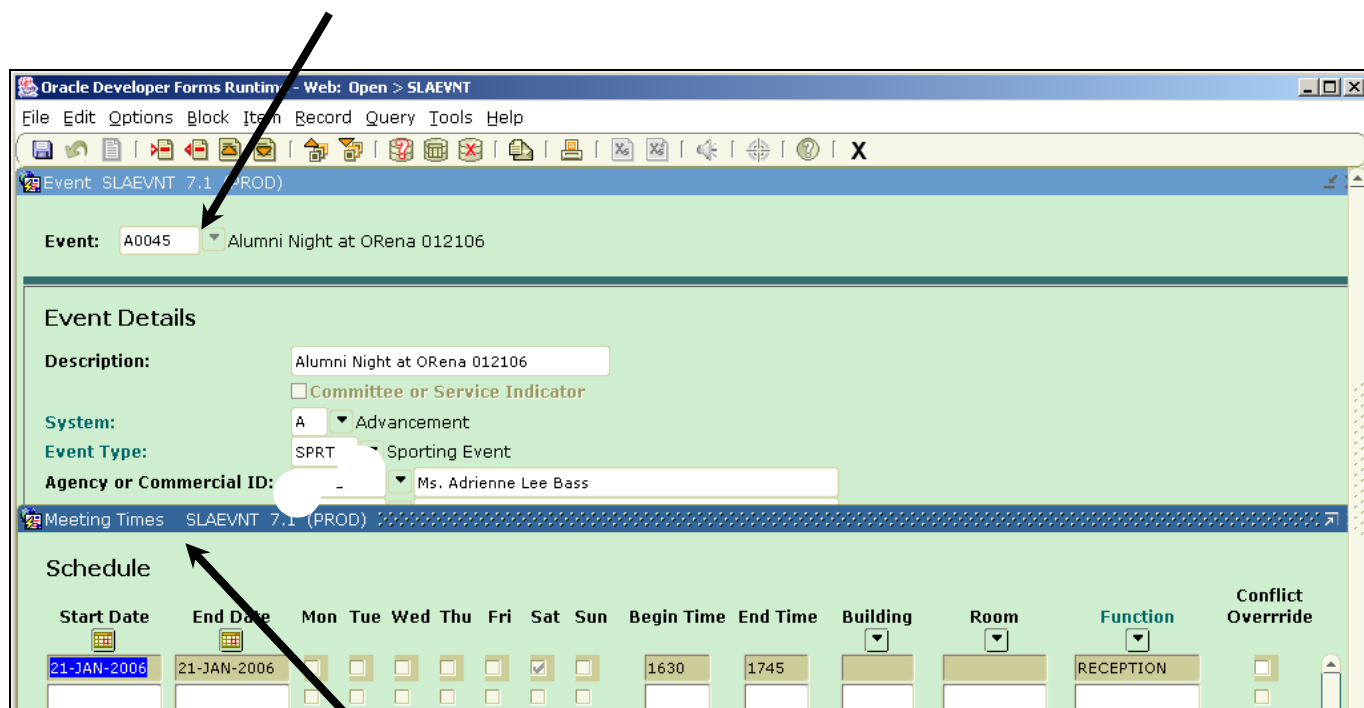
Department: AL Alumni

9. **Note** – If event is combined between two departments a choice must be made as to which department's information is used on this form. Only one can be entered. A reference to the combined departmental event can be made on the comment form – see pg 5.

10. **Save and Next Block** down



Saving will cause a number to be assigned to the event.



Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Building	Room	Function	Conflict Override
21-JAN-2006	21-JAN-2006						<input checked="" type="checkbox"/>		1630	1745	1	1	RECEPTION	<input type="checkbox"/>
														<input type="checkbox"/>

Next block will bring up the Meeting Times form.

1. Enter **Start date and End date** (format DD-MON-YYYY). If event is only a one day event, the start and end date will be the same.
2. Enter **Begin time and End time** (range 0000 to 2359).
3. Enter **function code** from the table.
4. These three sections are required if you want to enter attendees to your event.

The screenshot shows the 'SLAEVNT 7.1 (BAN7)' form. The 'Schedule' section is highlighted, showing a table with columns for Start Date, End Date, and days of the week (Mon-Sun). The 'End Date' field is selected, and an arrow points to it. The 'Begin Time' is 0700 and 'End Time' is 1900. The 'Function' dropdown is set to 'GOLFOUT'.

Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Building	Room	Function
22-AUG-2005	22-AUG-2005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0700	1900			GOLFOUT

5. **Save and Next Block** down.
6. Next block brings up the optional comment form. Any information that is free form text can be entered. Each line only allows for 60 characters of text.

The screenshot shows the 'Event Comments' form. It contains a table with multiple rows for entering comments. The first row contains the text: 'This was a combined departmental event between OUAR and Annual Giving. The Agency contact is shared between Adrienne Bass and Julie Vulaj. The event contact was shared between Carol Carpenter and Cathy Larson.'

Comments
This was a combined departmental event between OUAR and Annual Giving.
The Agency contact is shared between Adrienne Bass and Julie Vulaj.
The event contact was shared between Carol Carpenter and Cathy Larson.

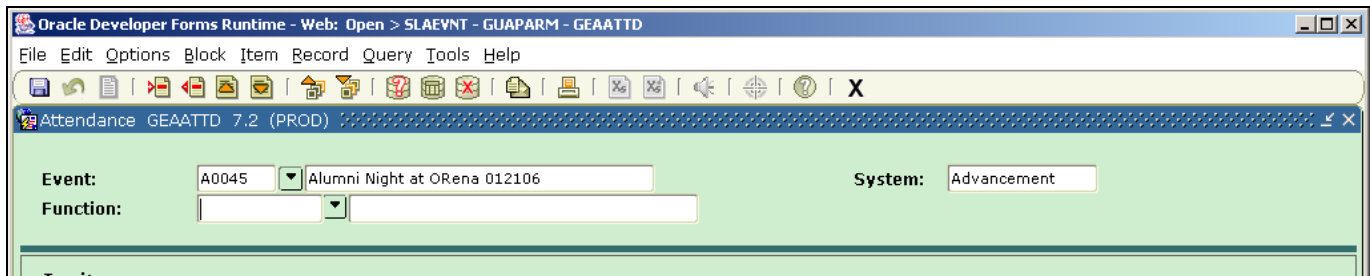
Please Note: The OU Executive Events department uses this Event Comment form to indicate if an event has been canceled - for historical reference.

Save and close this form.

2. Coding Event attendees

To code event attendees, open form GEAATTD.

Enter event number or search for the event.



Oracle Developer Forms Runtime - Web: Open > SLAEVNT - GUAPARM - GEAATTD

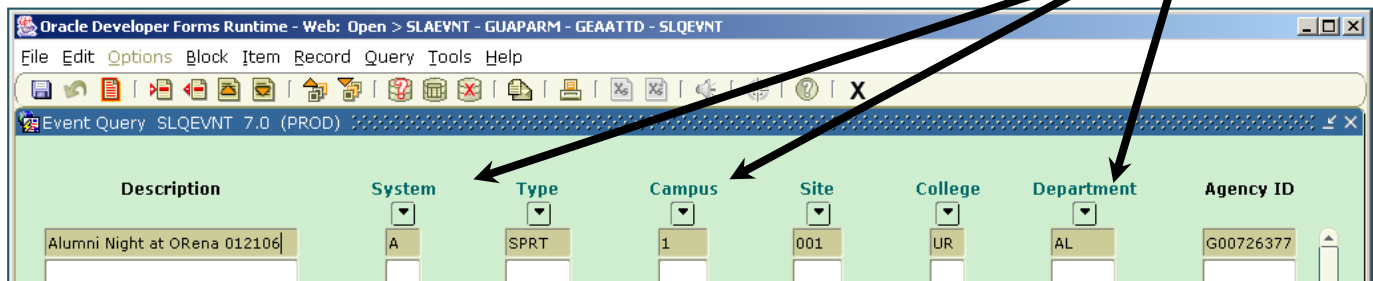
File Edit Options Block Item Record Query Tools Help

Attendance GEAATTD 7.2 (PROD)

Event: A0045 Alumni Night at Orena 012106 System: Advancement

Function:

A search query can be narrowed by using the drop-down boxes and making selections.



Oracle Developer Forms Runtime - Web: Open > SLAEVNT - GUAPARM - GEAATTD - SLQEVNT

File Edit Options Block Item Record Query Tools Help

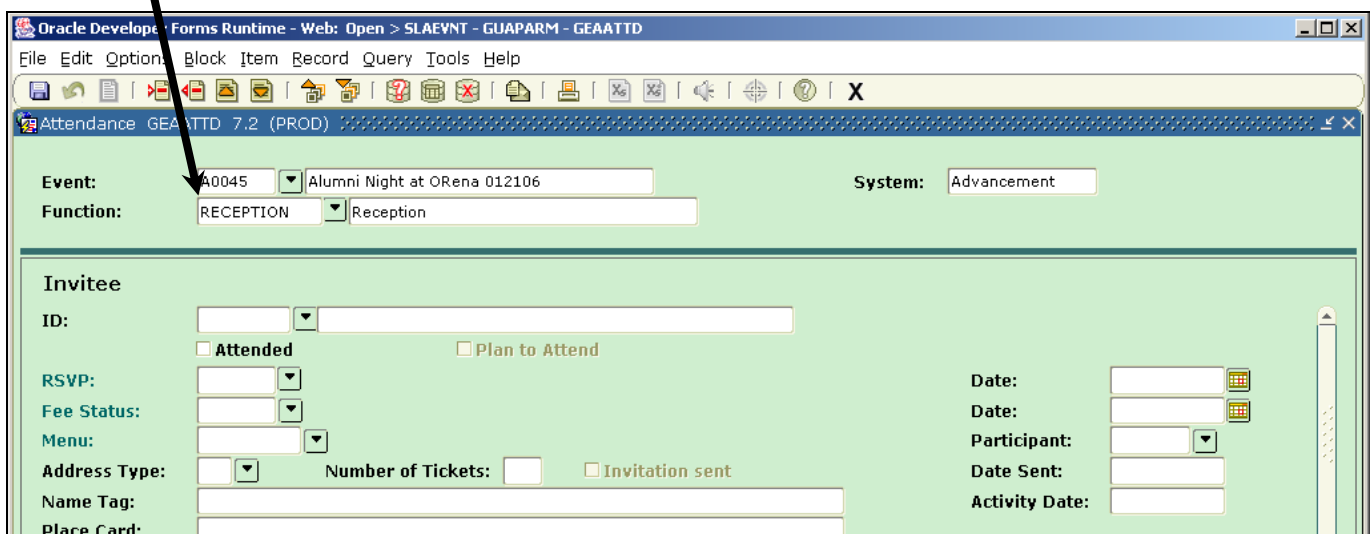
Event Query SLQEVNT 7.0 (PROD)

Description	System	Type	Campus	Site	College	Department	Agency ID
Alumni Night at Orena 012106	A	SPRT	1	001	UR	AL	G00726377

F8 will run the query and produce results to choose from:

Using this query will become increasingly important as the events table grows. Double click to bring your choice forward.

Choose a function and block down.



Oracle Developer Forms Runtime - Web: Open > SLAEVNT - GUAPARM - GEAATTD

File Edit Options Block Item Record Query Tools Help

Attendance GEAATTD 7.2 (PROD)

Event: A0045 Alumni Night at Orena 012106 System: Advancement

Function: RECEPTION Reception

Invitee

ID:

☐ Attended ☐ Plan to Attend

RSVP:

Fee Status:

Menu:

Address Type: Number of Tickets: ☐ Invitation sent

Name Tag:

Place Card:

Date:

Date:

Participant:

Date Sent:

Activity Date:

Please Note: The OU Executive Events department uses the function code Cultivation, if that is appropriate for the event.

Enter first event attendee's ID number. If you are only entering individuals who actually attended the event, **check attended button** as you enter the person.

The screenshot shows the 'Attendee' form in the GEAA TD 7.2 (PROD) application. The form is divided into several sections. At the top, there are fields for 'Event:' (0045), 'Function:' (RECEPTION), and 'System:' (Advancement). Below this is the 'Invitee' section, which includes the 'ID:' field (masked with a black circle), 'Ms. Tracy S Utech', and a checkbox for 'Attended' (checked) and 'Plan to Attend' (unchecked). There are also fields for 'RSVP:', 'Fee Status:', 'Menu:', 'Address Type:', 'Number of Tickets:', and 'Invitation sent'. On the right side, there are fields for 'Date:', 'Participant:', and 'Date Sent:'.

Choose F6 to insert the next record.

Repeat this step as many times as necessary to enter all attendees. **Save** after each record, after a group of records, or when you have entered all records. It is optional when you save.

This completes the event module training for the simple method of
1) **creating an** event in Banner and
2) entering event attendees.

Please Note: The OU Executive Events department usually creates an event before it occurs and will code all of the invitees. As the planning progresses, these invitees will be further coded. Pages 8 - 11 references further steps that may be used for coding.

IF you have good reason to add a record for someone who is not in Banner, you can use the drop-down box in the ID field which will bring up other options.

The screenshot shows the Banner GEAATTD 8.1 (PROD) interface. The top menu bar includes Edit, Options, Block, Item, Record, Query, Tools, and Help. Below the menu bar, there are fields for Event (A0044), Visioning Dinner 011005, System (Advancem), and Function (RECEPTION). The Invitee section shows a dropdown menu for ID with options: Person Search (SOAIDEN), Non-person Search (SOACOMP), Create New ID ((APAIDEN)), and Alternate ID Search (GUIALT1). The 'Create New ID' option is highlighted. Arrows point from the text instructions to the dropdown menu and the 'Create New ID' option.

Choose Create New ID ((APAIDEN)), which will take you to the APAIDEN form.

Do a thorough search to make sure that the attendee doesn't already have a record in Banner.

Follow the Advancement Services manual standards to add the event attendee to Banner. At a minimum, you must have an address for the event attendee if you are creating a new record.

Additional Information

Contact the event module owner, if the underlying tables do not include something that you may need.

Review the Banner Documentation, if you are interested in **using the Event module to track more event information. The event module is capable of tracking much more information.**

- You can enter all invitees and then track whether they have RSVP'd, declined, attended, etc.
- You can enter meal information, name tag, guest names (if they have a record in Banner), table place cards, etc.

Additionally, there is an optional macro that may be used to enter the attendees, if your **event is large and has many attendees**. Your supervisor and the module owner should approve your use of the macro before it is used.

The macro can be a useful tool, but needs to be used training and with **much caution**.

3. Coding Event *invitees* and their response

To track Event invitees and whether they have accepted, declined, did not respond and who finally attended, use GEAATTD and include the following additional information.

The event would be created in the same way as shown on page 3 of this manual.

GEAATTD 7.4 (PROD)

Invitee Name: Mr. William T.

Response: DECLINE

Attended: ☐ Plan to Attend: ☐ Invitation sent: ☐

Comment: Only available to attend Women's game.

Before the event occurs, the invitees are added to GEAATTD.

The **Attended indicator is not checked** until after the event has occurred.

Invitees may be coded whether they will be attending the event or not based on this table.

Code	Description	Ad
ACCEPT	Accept Invitation	13
ATTEND	Attending	12
DECLNE	Decline	13
NO_ATT	Not attending	12
NO_RSP	No Response	13

Please Note: Executive Events only uses ACCEPT; DECLNE; and NO_RSP.

After the event, if the response shows ACCEPT and the attended box remains unchecked, it means that the individual was a "no show".

Important for Access queries: If you accidentally check the attended box and then "uncheck" it, it will show up in your Access query as N instead of null. Build your queries to accommodate for Y – box is checked that they attended; Or field shows N – no they didn't attend or null – they didn't attend.

4. Adding additional event *invitee* or attendee information

Executive Events uses Comment field in GEAATTD to further identify attendance information.

- If both attendee and guest have a record in Banner, the comment field would read:
“Attended with William ____” on Marjorie’s record and
“Attended with Marjorie ____” on William’s record.

ID: [Redacted] Mrs. Marjorie M.

☒ **Attended** ☐ **Plan to Attend**

Response: [ACCEPT] Accept Invitation

Fee Status: [Redacted]

Menu: [Redacted]

Address Type: [Redacted] Number of Tickets: [Redacted] ☐ Invitation sent

Name Tag: [Redacted]

Place Card: [Redacted]

Comment: Attended with William ____

- If guest does not have a record in Banner, the comment field would read:
“Guest Shi ____”

ID: [Redacted] Dr. Mo

☐ **Attended** ☐ **Plan to Attend** ☐ **Deceased**

Response: [ACCEPT] Accept Invitation

Fee Status: [Redacted]

Menu: [Redacted]

Address Type: [Redacted] Number of Tickets: [Redacted] ☐ Invitation sent

Name Tag: [Redacted]

Place Card: [Redacted]

Comment: Guest - Shi ____

Response Date:
Fee Status Date:
Participant Type:
Date Sent:
Activity Date:

- The comment field on GEAATTD may also include other relevant comments as in the examples below.

This screenshot shows the 'Invited' section of the GEAATTD form. The 'Function' is set to 'RECEPTION'. The 'Invited' section includes fields for 'ID', 'Response', 'Fee Status', 'Menu', 'Address Type', 'Name Tag', 'Place Card', and 'Comment'. The 'Comment' field contains the text 'not attending, only Linda' and has a pencil icon next to it. An arrow points from the 'Comment' field in this screenshot to the 'Comments' section in the second screenshot.

This screenshot shows the 'Invited' section of the GEAATTD form, similar to the first one. The 'Comment' field contains the text 'Pat and ... ting this dinner at' and has a pencil icon next to it. Below the 'Invited' section is a 'Comments' section. The 'Comments' section has a header 'Comments' and a table with columns 'Guests' and 'Guest ID'. The first row of the table contains the text 'Pat and ... oting this dinner at their Clubhouse'. An arrow points from the pencil icon in the 'Comment' field to the 'Comments' section.

The pencil ICON brings up a larger Comment screen for better viewing of the comments.

Executive Events department includes menus – especially for small gatherings - to ensure that we are not feeding special guests the same food over and over. The menu is entered on GEAFCOM.

Function: Comments GEAFCOM 7.1 (PROD)

Event: A0 Breakfast Meeting 092807 Subject: [dropdown]
 Function: BREAKFAST Breakfast System: Advancement

Comment: Egg, Spinach and Cheese Roll-up Link Sausage Fresh Fruit User: VASCHULT

Event: A0 R Lunch Meeting 092807 Subject: [dropdown]
 Function: LUNCH Lunch System: Advancement

Comment: Grolled Mandarin Chicken Salad Fruit Cup User: VASCHULT Activity: 19-OCT

Dietary restrictions are kept track of on an **individual's record in APACOMT**. **The subject is called DIETR** to distinguish this comment from other comments on this form.

Advancement Individual Organization Comments APACOMT 7.0 (PROD)

ID: [dropdown] Name: [dropdown] Category: ALUM Cl: 19
 Spouse: [dropdown] Subject: DIETR Dietary Restrictions

Originator: VS Valerie Schultz Confidential User: VASCHULT
 Entry Date: 03-MAY-2007 Last Updated By: VASCHULT

Comment: [is - No red meat, chicken or fish only
 does not eat salmon]

Spouse: [dropdown] Subject: [dropdown]

Originator: VS Valerie Schultz Confidential User: VASCHULT
 Entry Date: 15-MAY-2008 Last Updated By: VASCHULT

Comment: No Shellfish

5. Viewing Event Information

To view information on an event and the event attendees, open form GEIATTD.

Select the event and the event function. Use the radial buttons if you wish to narrow your selection. If you have used the simple method of entering attendees by checking attended, then do not narrow your selection.

Block down to see all event attendees that have been entered for the particular event.

Function Attendance Inquiry GEIATTD 7.0 (PROD)

Event: A0045 Alumni Night at O'Rena 012106 System: Advancement
Function: RECEPTION Fee Status: RSVP: Menu:

Guest Indicator: ☐ Has Guest ☐ Has No Guest ☒ No Guest Criteria
Invitee/Guest Indicator: ☐ Invitee ☐ Guest ☒ Both
Attended Indicator: ☐ Attended ☐ Did Not Attend ☒ No Attendance Criteria

Count 19

ID	Name	Function	RSVP	Fee Status Code	Tickets	Guest	Invitee/Guest	Attendance
GO001	Beth D Benson	RECEPTION				<input type="checkbox"/>	I	<input checked="" type="checkbox"/>
GL002	Gary J Brancalone	RECEPTION				<input type="checkbox"/>	I	<input checked="" type="checkbox"/>
GO003	Timothy J Broderick	RECEPTION				<input type="checkbox"/>	I	<input checked="" type="checkbox"/>
GO004	Keith W Budd	RECEPTION				<input type="checkbox"/>	I	<input checked="" type="checkbox"/>
GO005	Carolyn M Carpenter	RECEPTION				<input type="checkbox"/>	I	<input checked="" type="checkbox"/>
GO006	Joseph Cool	RECEPTION				<input type="checkbox"/>	I	<input checked="" type="checkbox"/>

You can further **navigate through this form to view detailed information** on specific event attendees by choosing Options from the menu bar at the top. This will take you back to the GEIATTD form.

Guest Information GEIATTD 7.0 (BAN7)

Event: Function: GOLFOUT Fee Status: RSVP: Menu:

Guest Indicator: ☐ Has Guest ☐ Has No Guest ☐ No Guest Criteria
Invitee/Guest Indicator: ☐ Invitee ☐ Guest ☐ Both
Attended Indicator: ☐ Attended ☐ Did Not Attend ☐ No Attendance Criteria

Guest: John A Smith
Fee Status: Fee Date: Menu Code: Name Tag: Place Card: Comment: ☒ Attended
Address Type: Activity Date: 10-OCT-2005 Invited By:

6. Viewing event Information on a constituent record

To view information on an individual and the events they have attended, open form **GEIDFN**.

Individual Function Inquiry GEIDFN 7.0 (BAN7)

ID: Ms. Linda S Oliver

Event	Description	Function	Invitee or Guest	Confirmation	Attend	Fee Status
A0020	Linda and Rob Test	GOLFOUT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A0018	CarvilleMatalinLecture9/29/04	EVTLECT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A0006	Alumni-OU Post Guest Columnist	ALVLNOU	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A0005	CAST Mentoring	ALSTMNT	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A0004	Charter Class Reunion Weekend	REUNITE	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
A0002	Art & Apples OUAA Booth	SLSMERC	<input type="checkbox"/>	ATTEND	<input checked="" type="checkbox"/>	WAIV

Event	Description	Function	Type	Date	Contact	Rating
A0018	CarvilleMatalinLecture9/29/04	EVTLECT	STAFF		<input type="checkbox"/>	
A0004	Charter Class Reunion Weekend	CONNECT	STAFF		<input type="checkbox"/>	

The form **GEIDFN** can also be accessed from **APASBIO** in the Advancement module, if the Events and Functions section is checked.

Advancement Individual Summary APASBIO 7.0 (BAN7)

ID: Ms. Linda S Oliver
Spouse: Mr. Larry Warren Oliver

Category: ALUM Class: 9999

Person and Address | Employment | **Constituent and Comments** | Relationships | Activities | Degrees and Majors | Prospect | Solicitations | Membership and Gift Society

Category	Update
ALUM Alumna/us	<input type="checkbox"/>
FAST Faculty/Staff/Administrator	<input type="checkbox"/>

Navigation

- ☐ Special Purpose
- ☒ External Ratings
- ☐ Solicitor Goals
- ☐ Matching Gifts
- ☒ Mail
- ☐ Solicitor Contacts
- ☒ Events and Functions

Constituent Information

Income: ☐
College: 99 All Colleges

Comments

- ☐ Employment
- ☐ Children

ELLUCIAN Banner Event Module appendix

Event Description:

On form **SLAEVNT**, the **Description** should follow the following name standards to assist in easier querying and searching as the table of actual events grows.

- Event name should **begin with alpha characters**, i.e. ***Alumni Awards Banquet*** or ***Regina Carter with DSO*** as opposed to ***2005 Alumni Awards Banquet***.
- The **date** should always be included in the Event name in the **format MMDDYY**, so the Regina Carter event would be named: **Regina Carter with DSO 012904**.
- If the **event is a repeating event**, such as Alumni Awards Banquet, each event would be **created independently, ending with a date MMDDYY**,
i.e. Alumni Awards Banquet 092101
Alumni Awards Banquet 110406
Alumni Awards Banquet 110505
This will help to distinguish which year's event you want if you are in the query field of SLAEVNT since the date is not a field in the query.
- If a **new event is held, you may not realize that it will be repeated** the following year, the first event might be named ***Corporate BB Game 012405***.
When the event is repeated the following year, the new event would be:
Corporate BB Game 012106.
By adding the date at the end, you will be able to distinguish between events.
- The **ending date should always use a standard** of MMDDYY
- The **Description field is only 30 characters long**, including spaces. Be descriptive, but concise and always include a date.
- If you need to abbreviate for space, try to use standard abbreviations such as:

○ Chrtr – Charter	○ Dnr – Dinner
○ BB - Basketball	○ Lch – Lunch
○ BSB – Base ball	○ Bkfst – Breakfast
○ Recpt – Reception	○ Mtg – Meeting

Event Type:

Every Event must be assigned an Event Type. Review this list carefully, before selecting an Event Type. Each department knows which Event Type best describes their event, but you should **use these definitions as a guide**.

Remember someone else may be querying for information on specific event types.

Sometimes part of the Event Type may be in the Description of the Event for example, if guests have been invited to dinner followed by the play 'Driving Miss Daisy', your Event Description may be "Driving Miss Daisy Dinner" then the Event Type would be Theatre because that's the focus of the event.

The Event Types that are in Banner are defined as:

Event Type	Definitions
Art Exhibits	Attendance at an art presentation in a public exhibition or contest.
Banquet	Evening dinner event with more than 100 guests. May be business, semi-formal or formal and may or may not include other activities.
Breakfast	
Brunch	
Commencement Ceremony	Graduation
Conference	Purpose of the program is to obtain information and share ideas – typically from experts or specialists in their field. A meeting for consultation or discussion or to exchange ideas or views.
Dedication	A ceremony dedicating something, such as an art piece, room, building.
Dinner	
Entertainment	Generally a performance or show. Review other event types, they may be more descriptive.
Event	This type is used solely to tie to the GTVFUNC table. Use a more specific type to identify your event.
Forum	A public meeting or presentation involving a discussion usually among experts and often including audience participation.
Golf Outing	
Ground Breaking	Prior to construction on a room, department or new building, a ground breaking takes place; usually a short program precedes a shoveling of the first piece of ground.
Inaugural	An event occurring at or characteristic of a formal investiture or induction. A formal ceremony of conferring the authority and symbols of a high office.
Lecture	An exposition or talk given on a specific subject delivered before an audience or a class, for the purpose of instruction or providing new information.
Legislative	Primary guest(s) is a legislator, i.e. mayor, state representative, congress person, etc.
Lunch	
Meeting	This may or may not include food, lunch, dinner, etc. The main purpose of gathering is to meet, i.e. a board meeting.
Open House	An occasion when a school, department or office is open for visiting, observation or entertainment by internal or external guests.
Opening	After construction on a room, department or new building a grand opening may take place, usually a short program precedes a ceremonial ribbon cutting.
Orientation	Introductory instruction concerning a new situation: <i>orientation for incoming students</i> .
Presentation	A show or display; i.e. the presentation of new data; the act of presenting a proposal; a visual representation of something.
Reception	Gathering where food may be served & could precede a dinner, or other event, but does not have to. Guests typically stand for the entire event.
Recital	A public performance of music or dance, may be a solo performance or a group. This performance is usually a final presentation as part of a class, workshop or a series of lessons.
Recreational	Sporting event where guests are participants, a family fun day or picnic could be other examples.
Recruiting Activity	
Registration	
Reunion	A gathering of the members of a group who have been separated: <i>a high school reunion</i> .
Seminar	A small group of individuals engaged in study under the guidance of an instructor. A meeting for an exchange of ideas.
Social Gathering	An assembly of individuals engaged in a gathering for the purpose of promoting fellowship. A social affair.
Sporting Event	Sporting event where the guests are spectators.
Theatre Performance	Acting performance, dance, music, play, etc. at a building, room, or outdoor structure for the presentation of plays, films, or other dramatic performances.
Travel	Off-campus event
Unveiling	A gathering where something is put on display for the first time, i.e. the unveiling of a statue, logo, etc.
Volunteer / Community Service	Used for Volunteer projects, not Events.
Workshop	An educational seminar or series of meetings emphasizing interaction and exchange of information. Usually a small number of participants, i.e. <i>a creative writing workshop</i> .