

# SOP: Proposed Date, Time, and Location Selection

This SOP details the process for **proposed date, time, and location selection**, including criteria for choosing suitable dates and times, considerations for participant availability and convenience, evaluation of venue facilities and accessibility, coordination with relevant stakeholders, and procedures for final approval and communication. The objective is to ensure effective planning and optimal scheduling for events, meetings, or activities by selecting appropriate dates, times, and locations that maximize attendance and logistical efficiency.

## 1. Scope

This procedure applies to the planning of any organizational event, meeting, or activity that requires scheduling and venue selection.

## 2. Responsibilities

Role	Responsibility
Event Organizer	Leads the process, compiles options, and coordinates with stakeholders.
Participants	Provide availability and feedback on preferred dates/times.
Approving Authority	Gives final approval for selected date, time, and location.

## 3. Procedure

- 1. Initiation of Planning**
  - Define the type of event, expected number of participants, and tentative timeframe.
  - Assign an Event Organizer.
- 2. Criteria Establishment**
  - Determine key criteria for date, time, and location selection, including:
    - Participant availability (e.g., avoiding holidays, peak busy times)
    - Travel convenience and accommodations
    - Accessibility (including disability access)
    - Facilities (AV equipment, seating, WiFi, parking, etc.)
    - Budget constraints
- 3. Data Collection**
  - Circulate polls or surveys to determine participant availability.
  - Identify and shortlist feasible venues based on criteria.
- 4. Option Evaluation**
  - Assess all available venues and proposed time slots.
  - Consult key stakeholders for feedback.
- 5. Coordination & Conflict Resolution**
  - Address scheduling conflicts, prioritize based on attendance and importance.
  - Negotiate with venue providers for availability and rates.
- 6. Finalization**
  - Submit proposed options to approving authority.
  - Obtain written or documented approval for final selection.
- 7. Communication**
  - Notify all participants and stakeholders of confirmed date, time, and location.
  - Distribute event details (calendar invites, maps, contact info, etc.).

## 4. Documentation

- Maintain records of all communications, approvals, and selected options.
- Archive survey data and selection rationale for future reference.

## 5. Review

- Document any feedback after the event to improve future date, time, and location selection.
- Update SOP as needed based on lessons learned.

