

Event Sponsorship Guidelines and Procedures

Faculty and staff of University Libraries are encouraged to create and implement special events in the libraries. The guidelines in this document are meant to ensure that the planning and implementation of such events is standardized and runs smoothly.

What constitutes a special event?

Any activity that takes place in the library, and which University Libraries is asked to sponsor, is considered a special event.

Examples of special events may include:

- Presentations or discussions
- Workshops
- Film or other multimedia screenings
- Exhibits, fairs, or receptions

Activities within the library that do **not** qualify as special events may include:

- Regularly scheduled classes/instruction sessions
- Organizational or club meetings

General Guidelines

Events held in the library reflect the variety of academic and cultural life experienced on campus. Use of the facility is neither an endorsement nor agreement by University Libraries of the user's beliefs, missions, views and opinions. The Dean of Libraries reserves the right to approve, deny, and/or suggest modifications to event requests, based on the Libraries' [mission statement](#), [policies](#), or other considerations.

Alcoholic beverages are not permitted at library events.

Any questions about event sponsorship may be addressed to the Library Administration Office at (309) 298-2762.

Event Planning Process

The event planning requirements and procedures are numbered to give you an idea of the flow of the process; however, many of the steps can and should be completed concurrently for greatest efficiency.

1 Obtain a Co-Sponsor

Non-library WIU faculty and staff can propose and host events in University Libraries, provided they obtain a library co-sponsor. A co-sponsor can be any full-time employee in University Libraries. Even once a library co-sponsor is obtained, the requesting party ("sponsor") maintains responsibility for planning, hosting, and follow-up of events.

2 Submit Sponsorship Request

Requests should be made **at least three weeks prior** to the planned event date. The Event Sponsorship Request Form is located at:

https://www.wiu.edu/library/forms/admin/event_request/

Information required to complete the form will include, date, time, room set up and equipment needs, expected costs, marketing needs, and how the event supports the libraries' strategic plan. Having a well-thought out plan before submitting a request for your event will improve chances of approval and success. Approval of your request must be granted before any further arrangements are made.

All events must be held during regularly scheduled library hours. Information about library hours of operation can be found here:

<http://www.wiu.edu/libraries/info/hours/>

The requesting party is responsible for all fees, and sponsors are strongly encouraged to organize events at no cost. If there is a projected cost involved in the event, determine where funding for the event will come from. Approval of expenses must be made at time of request. If refreshments are being served at event, work with the Library Administration Office (298-2762) to arrange for catering services and payment.

3 Coordinate Space, Equipment, and Staff

If your request is approved, the space and equipment requested via the form will be reserved for you. To discuss details or changes, call the Digital Commons (298-2755). If furniture will need to be moved, please call the Library Administration Office (298-2762) to discuss room layout **at least two weeks prior** to event to ensure feasibility and staff availability.

The Outreach Librarian (298-3298) is available to assist you during events. Discuss expectations and breakdown of responsibilities prior to event. If additional staff assistance is needed, please discuss with appropriate supervisor(s) **at least two weeks prior** to event so schedules may be coordinated accordingly.

4 Publicize the Event

Coordinate with the Outreach Librarian (298-3298) as early as possible to determine marketing needs and develop a strategy. Promotional tools such as Telestars and press releases require a **two-week turn around**.

5 During the Event

Sponsors are responsible for supervising events as they happen and for cleaning up library spaces after events.

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Approved by Dean of University Libraries