Event Sponsorship Guidelines
University Libraries

Faculty and staff are encouraged to create and implement special events in the libraries. This document explains the policies related to event organization.

Definition of Events:

An event, according to Webster’s, is defined as, “a social occasion or activity”. For this purpose, events will be defined as, “any activity that takes place in the library, for which University Libraries is asked to sponsor the activity in any way”. The exception will be any classes or basic room reservation.

Use of Facility for Sponsored or Co-Sponsored Events:

WIU faculty and staff must submit an Event Request Form to reserve the Garden Lounge, LCC2, LCC3, Room 180, and the Mary Lou Kent Room. Use of the facility is neither an endorsement nor agreement by the Library of the user’s beliefs, missions, views and opinions.

General Guidelines:

Co-sponsored events should reflect the University Libraries’ Values, Mission Statement http://www.wiu.edu/libraries/info/mission.php and Policies http://www.wiu.edu/libraries/administration/policies/. Events reflect the variety of academic and cultural life experienced on campus. Requests should be made at least three weeks prior to the event date.

The Dean of Libraries reserves the right to approve, deny, and/or suggest modifications to event requests. Any questions about event sponsorships maybe addressed to the Library Administration Office at (309) 298-2762.

Requests and Scheduling Guidelines:

- Complete the Event Sponsorship Request Form 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.
- Reserve room location and any equipment needs with the Library Assistant in Digital Commons at 298-2755.
- Coordinate marketing needs with Marketing and Outreach Librarian as early as possible. Telestars and press releases require a two week turn around.
- If there is a projected cost involved in the event, determine where funding for the event will come from.
- All events must be held during regularly scheduled library hours.

Updated October 29, 2012
• WIU Faculty and Staff can host an event in University Libraries. If they wish for the University Libraries to co-host the event, they will need to obtain a library co-sponsor. A co-sponsor can be any full-time employee in University Libraries.

Responsibilities:

As the event sponsor or co-sponsor, you are responsible for the following:

• Planning of the event.
• Determining marketing needs, if any. If required, please work with the Marketing and Outreach Librarian to develop strategy to ensure event success.
• Set up event location. If furniture is required to be moved, discuss room layout with Administrative Assistant at 298-2764 at least two weeks prior to event to ensure staff availability.
• If refreshments are being served at event, work with Administrative Clerk at 298-2762 to arrange for catering services and payment. Approval of expenses must be made at time of request. Event sponsors are strongly encouraged to organize events at no cost.
• The Marketing and Outreach Librarian is available to assist you. Please discuss 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.
• Clean up after the event.
• Complete Event Evaluation Form online within 10 business days of the event. The form is located at: https://www.wiu.edu/library/forms/admin/event_request/evaluation.sphp.