

Events Work Group Meeting October 7, 2011

Present: Ellen, Brett, Steve
Excused: Lois

We reviewed the charge for our group, the library staff event planning guidelines, and the event promotion guide (all of which were written by the former public relations work group in preparation for the formation of the events work group).

Team Trivia is planned for November 12. Ellen will be here, and possibly Steve, too. Steve and Ellen will handle gathering prizes and promoting the event, with help from Autumn.

We discussed what kinds of other events we might host. These could be events that we plan and host, or events that students plan with our support. Ideas included movie nights, "open house" kinds of events for the campus, and a start-of-the-fall semester event to welcome. We agreed that it would be helpful to learn more about what kinds of events students might want.

[Last year, the public relations work group carried out a survey about awareness of library services. In response to suggestions for potential uses for library space, students rated the options in this order, from most interested to least interested: movie screenings, coffee/food service, game nights, vending machines, exhibits, bake sales, fundraising, music performances, team trivia, book club, book readings, library classes.]

We decided to prioritize the following tasks this fall:

- Develop guidelines for outside groups (AU and community) wanting to hold events in the library. *As a starting point, everyone should draft a list of things that might be included in the guide.*
- Once the guidelines are ready, we will add information to the library website and blog about the availability of library space for events, and we will contact Dan Napolitano with information to send to student clubs about the availability of space in Herrick.

Ellen agreed to chair the group. She will also invite Autumn to join us.

Steve will ask the staff and student events group to provide a written charge. Descriptions of all library work groups will then be added to the staff Intranet.

Ellen will schedule another meeting of the group in approximately two weeks. Once our work is progressing, we may meet less frequently (once a month). We will plan to meet together with the outreach group at least once each semester (possibly later in the semester once we have something to report).