

FACULTY HANDBOOK, CHAPTER 11

Resources for Organizing Campus Events

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Please note: Due to the COVID-19 pandemic, classes are scheduled between 8:00am and 5:15pm to provide 25-minute breaks between sessions. Catering is also suspended at this time. Updates will be provided as they become available.

A. CHECKLIST FOR ORGANIZING CAMPUS EVENTS

1. BEFORE SCHEDULING

- Avoid Schedule Conflicts
 - Check 25Live to assure that events aimed at similar audiences do not conflict
- Reach out to Co-Sponsors for Support
- Arrange for a Contract for Service or Event

2. BEFORE THE CAMPUS VISIT

- Schedule event** in 25Live so it appears on the campus calendar
- Arrange for lodging and travel** (flights, shuttle to Wooster, driving directions), if applicable
- Arrange for a Book Signing** (if desired)
 - The College of Wooster Bookstore may be able to sell books at events for author signings. Contact Director of Bookstore Operations, Kevin Leitner, kleitner@wooster.edu.
- Ask your guest(s) if they have **allergies, dietary or mobility requirements, or other needs** prior to their arrival so that you can make appropriate arrangements.
 - If the guest would like access to the private Nursing & Lactation Room in Morgan Hall, you may arrange for temporary access cards by contacting Lori Makin-Byrd (lmakin-byrd@wooster.edu).
 - Schedule breaks for all guests, especially if they are offering multiple events
- Make any necessary **reservations for catering or meals**
 - Keep in mind a range of dietary requirements for attendees
- Request Sponsored Guest Internet Access, if needed** (see below for more on eduroam and basic guest access options)

3. ADVERTISING EVENTS

- If you wish to **publicize the event widely**, submit event and/or speaker information to the Office of Communication & Marketing via their [Event Promotion Request Form](#)
- Send **announcements to co-sponsors** for distribution to their groups via email, social media, or other means
 - The zwd listservs are generally reserved for advertising major campus-wide events to reduce the volume of email. Announcements about events such as the First Year Summer Read Speaker, Great Decisions events, MLK Day events—may be sent to zwdFaculty, zwdStaff, zwdStudents, zwdRetirees, as appropriate.

B. FUNDING FOR EVENTS

The College hosts a broad range of guest speakers, performances, film screenings, exhibitions and other events, which enhance intellectual life of the College and are often open to members of the Wooster community.

1. CO-SPONSORSHIP

Those organizing events on campus—whether faculty, staff, or student groups—are encouraged to think broadly about other departments, programs, student groups, offices across campus, and organizations in the community that might be interested in the event.

Co-sponsorship can benefit groups by sharing the costs of an event, but also for advertising, and reaching a larger portion of the campus. A request—even for just a small contribution or “in name only”—can help spread the word. If an event is co-sponsored, please credit the groups that have contributed in advertising and at the event itself.

To transfer funds from one account to another, work with your Academic Coordinator to obtain appropriate approval and account numbers.

2. CULTURAL EVENTS COMMITTEE FUNDING FOR CAMPUS-WIDE EVENTS

If the event is for a campus-wide audience, consider applying for [funding from the Cultural Events committee](#). This committee allocated funding annually from this endowed gift to the College with the goal of enriching the learning environment on campus. Their charge is to support special events (versus routine ones) and to distribute this funding across the College and its programs to promote inclusive events that will reach many members of the community on campus and beyond.

3. CONTRACTS, EXPENSES & HONORARIA

Typically, the College pays for a speaker’s travel expenses, lodging, and meals, as well as an honorarium or a speaker’s fee, a one-time payment for a service, such as a speech, lecture, performance, or demonstration. Funding for the event must be finalized prior to issuing a contract so it is clear how all expenses associated with the event will be covered.

Typically an honorarium or speaker’s fee is compensation for the speaker’s time preparing for and doing the event, as well as travel time. If the event will be virtual, it is often appropriate to offer (or request) a lower amount than their typical fee because travel is not involved.

Considering the type of event(s) you are scheduling is also useful in assessing an appropriate honorarium. For instance, the following are listed roughly in the order of how much work one might expect a speaker to put into preparation for their event:

- Keynote lecture for a conference or a large, campus-wide audience
- Running an interactive workshop (depending on audience size, this could also be a larger undertaking than a keynote, including assessing needs, organizing elements, and running an effective event)
- Speaker for a smaller, more-specialized audience
- Some visitors are asked to spend time with multiple groups
- an informal class visit

We don't include specific amounts here because 1) they often vary across types of speakers (i.e., other academics vs. public speakers whose primary income is generated through public engagements) and 2) they can change substantially over time.

Some speakers include their fees on a website or will send them to organizers by request. Others work through an agent. There is often a wide range of what is requested. If you have questions about the amount and whether it is reasonable, talk to other faculty in your discipline, the Chair of the Cultural Events Committee, and/or the Dean for Faculty Development.

A College of Wooster [Contract for Service, Performance, or Lecture](#) and appropriate tax forms will be required. Academic Coordinators can assist with collecting this information.

All events the presenter will participate in should be listed (such as a presentation, meeting with a class, and dinner with members of the department).

If the organizer wishes to record or livestream the event, a [Release Form for Public Presentation](#) must also be completed.

Also, contracts should be completed prior to arranging travel or other non-refundable expenses associated with the event.

C. SCHEDULING EVENTS

Current information on procedures for scheduling events are available on the [Scheduling & Events](#) website.

All College events & meetings are scheduled on 25Live: <http://25live.collegenet.com/wooster/>

This form may be used by departments or individual faculty members organizing presentations, performances, committee meetings, and other gatherings.

Please note:

- Events cannot be scheduled on Reading Days, Exams Days, and during major College-Sponsored events (such as Black & Gold Weekend, Faculty Meetings, Convocation, Senior Research Symposium, I.S. Monday, Baccalaureate, and Commencement).
- Classroom space may not be reserved for meetings or events during class hours (8:00 a.m.-4:00 p.m.) until classroom assignments have been finalized (typically, after the second week of classes each semester).
- If a **virtual event** will be open to segments of the campus community, it should be scheduled in 25Live so it appears on the campus calendar.

Additional forms are required for:

- [Outdoor Events](#)
- [Events with Alcohol \(including those for Faculty & Staff\)](#)
- [Public Viewing Rights for Movies](#)
- [The Lowry Center Art Wall](#)

If events require assistance from other departments and offices, please contact them well in advance of the event. Administrative Coordinators can often assist with arrangements through:

- [Campus Grounds](#)
- [Custodial Services](#)
- [Hospitality Services for Catering & Dining](#)
- [Security & Protective Services](#)
- [Transportation Services](#) for Airport Shuttles and other arrangements

For events co-sponsored with the larger Wooster community or involving groups coming to campus, organizers should provide visitors with information on visiting campus, such as directions, parking instructions, and contact information. Maps and other information are located online here: <https://www.wooster.edu/about/visit/>

1. FACILITIES

Information about all rooms on campus—including capacity, technology, and availability—are available at [25Live](#).

Many of the spaces that can accommodate larger groups require coordination with other departments and offices. These spaces must be reserved at least 2 weeks in advance:

- Freedlander Theatre (Lobby capacity: 150, Theatre Seating: 135)
- Scheide Music Center, Gault Recital Hall (capacity: 291)
- McGaw Chapel (capacity: 1,400)
- Spaces in the Libraries or Scot Center (variable capacities)

Other larger capacity rooms and classrooms include:

- Babcock Formal Lounge (capacity: 110)
- CoRE Cube in Andrews Library (capacity: 75)
- Ebert Art Center 223 (capacity: 60)
- Lean Lecture Hall (capacity: 140)
- Kauke 038 (capacity: 57)
- Kauke Tower 305 (capacity: 40)
- Wilson Governance Room Lobby (capacity: 45)
- Wilson Governance Room (capacity: 183, varies depending on seating arrangement)
- Wishart Hall 102 (capacity: 60)

Please note that capacities do not account for social distancing requirements. Please follow public health guidelines and campus requirements at the time of your event.

2. TECHNOLOGY FOR EVENTS

Many rooms on campus are already equipped with the technology required for projection and other presentation needs (see [25Live](#) for details on each room). In addition, you may contact Information Technology (IT) for information on technology that may be loaned out for events, such as projectors and portable sound equipment (see also, IT's "[Checking Out Equipment](#)").

IT support may be requested for high profile events that take place on campus. IT's Media Services team supports events in three campus venues: Gault Recital Hall, McGaw Chapel, and Freedlander Theater.

3. ACCESS TO THE INTERNET FOR CAMPUS VISITORS

All visitors to campus have [basic Internet access](#).

Campus guests who require additional access capabilities or bandwidth may use [eduroam](#) or be a [sponsored guest user](#) of Wooster's network. For the latter option, organizers (or their academic coordinators) will need to establish the guest credentials shortly *before the visit*. The account will be effective immediately and the sponsor needs to set an expiration date (which can be anywhere for 1 day to 2 weeks).

4. ADVERTISING, LIVESTREAM, & ZOOM EVENTS

Publicity for your event and/or speaker may be requested through the Office of Communication & Marketing via the [Event Promotion Request Form](#). Please Schedule your meeting on [25Live](#) before submitting this form. This is also where you can request assistance with Live Zoom Events and livestreaming options.

D. CATERING & DINING

Dining Services provides catering and dining for a wide variety of events on campus. You can find information on Catering, including a menu of options, on the [Dining Services Website](#).

- i. Campus Dining Services reserves the “first right of refusal” for all events on campus. This means that all catering events funded by The College of Wooster are provided by Campus Dining Services except under the following circumstances:
 1. when faculty and/or staff meet *with students*, food may be purchased outside of Campus Dining Services, providing the cost does not exceed \$8 per person and the total cost does not exceed \$250.
 2. when an exemption is approved by the director of Campus Dining Services using the Catering Exemption Request Form, available on the Catering Services website.
- ii. Food may be brought to an event by an employee if that event is strictly for employees, members of an official College sponsored group, and/or students (e.g., a “Carry-in” or “Potluck”).
- iii. Academic Affairs Exceptions to College Policy:
 - i. When chairs convene a group of faculty for discussions of curriculum, departmental matters, or mentoring of junior faculty, refreshments or light meals may be charged to the departmental or program budget through College sources such as College Catering Service, Old Main, Mom’s, or the Knowlton Café. Please note that these expenses need to be kept within the departmental budget of what is available to spend for entertainment.
 - ii. Departments or programs may entertain a non-college guest (i.e., external reviewers, job candidates, or speakers) at a local restaurant, provided the expenses are reasonable. As is true with our travel policy, the College will support one alcoholic drink per person and will not cover tips over 20%.

To accommodate specific dietary requirements or assure that a variety of food is available for guests with allergies or diets such as vegan, vegetarian, gluten-free, see details on the [Nutrition Information and Special Diets](#) website.

After the visit, organizers may submit receipts for expenses with the Employee Expense Reimbursement Form (see details in Chapter 8 on reimbursement for conference travel expenses). Academic Coordinators can also assist organizers and guests with filing for reimbursement for mileage or incidentals during their trip.