



## Special events policy

Date last revised: 2019

An OLL “Special Event” is typically a single event not included in the OLL’s regular schedule but that uses one or more resources of the OLL. It may be repeated over time; for example, the OLL has hosted an annual boutique for the past several years. In the past special events have included, but are not necessarily limited to: fund-raising bazaars and boutiques, other types of fundraisers, expos, as well as recognition and social events.

A special event may be proposed by any OLL member. It must meet the same criteria as any other OLL event or sponsored activity, i.e. it is in accordance with the mission statement of the OLL.

It must be approved by the Board in advance of any OLL resources used. In order to be considered for approval, a proposal for a special event must be submitted to the Board at least one week before its next regular meeting and include the following information:

- Purpose and description of the event, as well as the targeted audience
- Coordinator of the event, including email and phone
- Library resources planned/needed, e.g. finance, scheduling, space/ location, publicity, personnel, security, clean-up
- Estimated budget, including any advanced funds or sponsorship requested from the OLL.
- Any entry fee or other cost for OLL members/nonmembers



- Proposed distribution of any revenue generated

In the proposal the Coordinator must agree to a) initiate contact and coordinate with relevant OLL committees, volunteers and/or personnel to ensure the smooth operation of the event, and b) submit a short report of the event to the Board after the event has occurred.

The OLL Board will approve or disapprove the application or request additional information. Upon approval, depending on the OLL resources involved, the Board Secretary will:

- Confirm Board approval to the event's coordinator,
- Provide the coordinator with the appropriate contact information for each OLL resource involved in the event, and
- Send an email to those persons as well as the paid staff with brief information about the event, that it has been approved by the Board, and the event coordinator's contact information.

After the event, the event coordinator will submit a short, written report within two weeks to the Board Secretary, who will keep reports from special events in a notebook or file for future reference at the OLL. It should include:

- Brief description of the event (e.g., problems encountered, how many people attended, ratings by participants, if any)
- Overall cost/revenue generated.
- Recommendations, if any, for future similar events.



## Information for OLL Special Event Coordinators: Typical Timelines and OLL Resources

- Timelines – Based on these guidelines, we suggest planning a special event at least two full months in advance.
- Board approval – The OLL Board generally meets every month on the second Thursday. Submit your proposal at least one week before the meeting so the Secretary can email the proposal to members for review before making a decision at the meeting.
- E-blast (OLL’s weekly email newsletter) items must be submitted by Saturday in order to go out on the following Monday of each week. Note that during the summer months the e-blast is sent every two weeks.
- Registration for events is managed through the online store on the OLL website. An event must be submitted at least one week in advance before appearing on the store.
- For purchases made with OLL funds, a purchase order needs to be prepared that contains a name of the event and what items need to be purchased. It should include an estimate of the individual item prices and a suggestion for the suppliers. This is submitted to the Office Manager. The time for this process varies depending on the type of purchase and the selected vendors.
- Once your proposal has been approved, the Secretary will provide you with names and contact information for the resources you’ve specified in your proposal.

It’s up to you to coordinate your event with these people, who could be a combination of volunteers or paid staff.



You may need to use resources that are managed by a volunteer committee. Note that committees typically meet just once a month.

Common OLL resources and/or positions typically involved with special events. Note that most of these functions are handled by volunteers.

- Publicity: eblast newsletter, posters, OLL website
- Volunteer Coordinator (e.g. operation of the café, sales at the event, poster distribution)
- Office manager (e.g. purchases, information about previously used vendors)
- Event Committee (e.g. space set-up, audiovisual equipment/operation, check-in)
- Board Treasurer (purchase order if needed for disbursement of funds, documentation and payment of any taxes due as a result of the event).
- Cleanup (e.g., distribution or storage of leftover supplies/materials, garbage disposal, returning furniture to normal layout)
- Security (e.g. access to building and locking up after event)

### Common Venues, Vendors, Process

- Items/Equipment/Purchases
- People/Committees/Vendors
- Venues other than the OLL
- Chair/Table/Other rentals



## Purchase Process

- Adriana (assuming budget approved by Board)
- AV Equipment (sound, music, projection, etc.)
- Events Committee
- Main Salon set up (for lecture or workshop)
- Events Committee
- E-blast, website, Facebook pages and online store
- Tanya Lapierre & Joan Harmon

## Posters

- If graphics/design assistance is desired, Joan Harmon
- For printing, refer to purchase process and use Digital Espagna next door to OLL\*

## Transportation (van or bus)

- Nic Garcia
- nichoaxgarcia@yahoo.com.mx
- 951.502.8566 (casa)
- 951.180.4762 (cell)

## Larger Purchases

- Sam's Club



## Building Access

- After hours, Sundays and holidays need special arrangements; speak with Adriana