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## Party with a Plan: A Guide to Hosting Events

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# *Party with a Plan: A Guide to Hosting Events*

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University of Northern Colorado Libraries



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ensure no copyright violation]



# *Profiles*

Hello, Annie!

Status: Instruction Librarian

Joined UNC Libraries: Oct. 2004

Favorite icebreaker:

*Childhood nickname*



# *Profiles*

Hello, Stephanie!

Status: Health Sciences Librarian  
Joined UNC Libraries: Sept. 2003  
Favorite icebreaker:

*One thing I can't tell by looking at you...*



# *Profiles*

Hello, Sarah!

Status: Business Reference Librarian

Joined UNC Libraries: Dec. 2002

Favorite icebreaker:

*What are you reading?*

# *Today, You Are Invited*

- Join us as we plan a “sample” event
- Share past experiences
- Have fun and teach us something!

# *Events - type and why?*

- Internal or external?
- Promotion vs. Information gathering vs. Other?
- BIG or small?
- Partnering with other groups? Other libraries?



# Possible Events

- Author events
- Book signings
- Tea parties
- Bicycle race
- Gala events
- Conferences
- Professional meetings
- Speakers
- Costume events
- Panel discussions
- Book sales
- After school events
- Local celebrity events
- Puppet show
- Local talent events
- Movie nights
- Continuing education

# *Benefits*

- Collaboration
- Fundraising
- Attract new patrons
- Buy in from stakeholders
- Bring users into the library

# *Many Hands Make Light Work*

- Groups can help, or hinder

# *Investigation & Exploration*

- Who should come?
- Location?
- Food?
- Other stuff?

## *Solidify "Buy-In"*

- The most influential folks...

# *Firming Up Plans*

- Publicity takes many forms

# *Reinforcing Buy-In*

- Internal promotion, formal and informal

# Details, Details, Details

“The Devil is in the details.”

“Excellence is in the details” – Gregory L. Sullivan

“Beware of the person who cannot be bothered with details” – William Feather

“Never neglect details” – Colin Powell

“It’s the little details that are vital. Little things make big things happen” – John Wooden

# *Last Minute Crunch*

- The key to staying calm ...

The  
Event!

# *Afterwards*

- Evaluate success
- Debrief
- Follow-up



*Thank you for sharing your hour  
with us!*

*Please evaluate the session using the  
form provided.*