

Monmouth College Guide to Creating and Publicizing Events

1. Check to see if other events might present a time conflict.

All events should be available on the college's "Events" calendar: <https://programs.monmouthcollege.edu/gen/calendar/>



The screenshot shows the Monmouth College Events Calendar. The left sidebar has a "Links" section with options like Today, Tomorrow, This Week, Next Week, This Month, Room Request, 2021-2022, August, and September. The main area shows a list of events for Wednesday, August 18, 2021. One event is listed: "Res Life - All Staff Training" at 08:00 AM in the Stockdale Center Highlander Room. Another event is listed: "SOFIA-Social Autopsy of COVID-19 in Rural America" at 08:30 AM in the Center for Science & Business Seminar 281. A "Jump to specific date" button is at the top right, and the date "8/18/2021" is highlighted in red.

However, many athletic events may only be viewed on the athletics calendar: <https://monmouthscots.com/calendar>

2. Fill out our online "Room Reservation" Form. (Do this even if you don't need a room.)

Link to form: <https://programs.monmouthcollege.edu/gen/events/> or go to the Monmouth College website and click **My MC**. Under the Services & Forms Column you can click **Room Reservations**. Note that the **Room Schedule** is also found there.

This form should be filled out even if you are not reserving a room. It helps the college know what events are being scheduled.

This form also includes this link to our room schedules: <https://programs.monmouthcollege.edu/gen/roomcal/>

Please note that "Publish on Public Calendar" publishes to the Room Reservation Calendar, not the Monmouth College Website Calendar; instruction to do this below.

3. Publish your event on our web calendar. There are TWO ways to do this.

First, if you reserved a room, make sure that you have received confirmation that the reservation was approved. THEN...

- A. You can publish it yourself using our White Whale web tools.
 - a. You will need web editing permissions to do this.
 - b. An online guide: <https://www.monmouthcollege.edu/help/events/>

OR

- B. Using the same **My MC** column mentioned above click **Events Calendar Request Form**, fill out and submit. This form goes to Tim Bridge in our Communication and Marketing Office. If you have any questions you can reach Tim Bridge at tbridge@monmouthcollege.edu or at 309-457-2223.

In either case, make sure you pay attention to where the event will be posted. Besides the college's main "Events" page, do you want it posted on your department or program's page?

Make sure you provide all of the useful information for the web calendar entry, including: day/time, location, event title, short description, and a contact person. We also encourage you to include an image. If you don't already have a good image, a good source for freely usable images is Unsplash (<https://unsplash.com>).

5. Later, check our web calendar (and perhaps your program's page) and make sure your event was published correctly.

<https://www.monmouthcollege.edu/calendar/>

Useful Contacts:

Tim Bridge (Web Manager, tbridge@monmouthcollege.edu)

Hope Reynolds (Room Reservation Coordinator, hreynolds@monmouthcollege.edu)

Meredith McGary (Assistant Director of Campus Events, mmcgary@monmouthcollege.edu)

