

## Checklist to Host a UA SLIS Summer Social Event

So, you want to attend one of the UA SLIS socials, but you're too far away from Tuscaloosa?! Do you have friends nearby who feel the same? Then bring a little bit of SLIS to your town!

**You should host a SLIS Social!** Be the change that you want to see in the world. 😊

Here are some tips that will help to make this a knock-out event:

- **Start planning early.**
  - Seriously. Start early.
  - Determine approximately when you would like to host a SLIS Social, and begin planning *several months in advance*.
- **Contact UA SLIS:**
  - Ask SLIS assistant director Dr. Ann Bourne (205.348.4723, [abourne@ua.edu](mailto:abourne@ua.edu)) if any of the SLIS faculty are planning to be in your neck-of-the-woods at some time near your planned date.
    - NOTE: Unfortunately, it is NOT possible for either SLIS or LSA to provide funds for the socials (travel funds or otherwise).
  - If so, see if you can adjust the date/time/venue to accommodate that visit. It's great for our current SLIS students & alumni to meet with our current faculty.
  - And even if they cannot attend in person, the SLIS office may be able to send Library School Association (LSA) or SLIS paraphernalia.
- **Find a location.**
  - Ideally, you want to find a restaurant where people can order anything from a light snack to a full meal - with no specific minimum. When you are brainstorming, try to identify several possible options.
    - HINT: If the restaurant personnel already know you as a regular customer, they may be more accommodating.
  - Visit the restaurant **in person**, during off-peak hours, and speak with the manager. Explain what you are trying to schedule - see if they can accommodate your group. If they cannot do so this time, be gracious (maybe they can next time!) and move on.
  - Find a venue that has a space they can reserve for you & your group (rather than being in the middle of an open dining area).
  - IMPORTANT: Make sure that they have adequate parking!
  - If they agree, great! Have them confirm it on their calendar.
- **Come up with a brief digital flyer.**
  - Include the date, time, location (include enough of the address that people can find it) and your contact info. City, state, and zip code are important for those who rely on GPS!
    - Keep it simple. You do NOT need to include the full menu.
  - You may be a gifted graphic artist, or it may be a challenge for you to draw stick figures. If you are more like the latter, you can either create something simple OR you can ask someone else if they can help.

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- Talk to SLIS again! They will want to help to drum up attendance - especially if they have a professor or the director coming to your social - and they may have a current student who could put together something for you.
- **Tell people early and often!**
  - Tell your friends & co-workers.
  - Tell any SLIS alumni in your area.
  - Tell any SLIS online / regional students in your area. (SLIS personnel may even be able to contact potential students in the area who would come.)
  - Use the SLIS-L email listserve to tell people.
  - Use social media - Facebook, Twitter, etc.
  - IS there a UA Alumni Group in your area? Contact them; they may know librarians or other grads.
- **Check with the restaurant again.**
  - As the date gets closer, confirm that they still have you on the calendar.
- **Tell people again!**
  - Tell your friends & co-workers, SLIS alumni & students, etc. Use word-of-mouth, the SLIS-L email listserve, social media, etc.
  - Depending upon how much lead time you have, you may want to remind people again when it draws near.
- **Make a backup plan.**
  - Try to find another SLIS alum or student who can commit to arriving early & making sure that everything is ready. This is your “insurance policy.”
- **Arrive early.**
  - You - personally - should plan to arrive early & stay the entire time. (Don’t use your “insurance policy” except in case of emergency.)
- **Have fun!**
  - Mingle with the other people you invited, meet new people, network with your peers & colleagues, and have a great time!
  - Take pictures, post them, and share with SLIS !

Now you know how it goes. If it seems daunting, keep in mind that you still made it happen. People came, and had a good time - and YOU made it happen! So it will be easier when you do this the next time! ☺