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3rd Annual LGBT Symposium [1997]

1997

3rd LGBT Symposium Suggested Task List

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"3rd LGBT Symposium Suggested Task List" (1997). *3rd Annual LGBT Symposium (Misc.)*. Paper 2. <https://digitalcommons.uri.edu/lgbt-symposium-3-misc/2><https://digitalcommons.uri.edu/lgbt-symposium-3-misc/2>

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97 Symposium Sub-Committee Suggested Task List

(This is a guideline that has been compiled from the 96 Symposium notes & suggestions & the 6/30/96 meeting)

Keynote Speaker

- **Summer**
 - Select a Keynote Speaker
 - Contact her/him and confirm date of presentation and amount of honorarium
- **Summer/September**
 - Reserve the space for the keynote address
 - If Edward Auditorium is used, you will need to also call Nason at Technical Support Services (x-2034) to arrange for house sound, microphone and lighting
 - If the keynote speaker needs AV support, this will have to be reserved - Edwards does not provide this
 - Also, if Edwards is used, bring a tape to play house music before & after the presentation
 - Cost of 96 technical support was \$165.
- **November/December**
 - Send an official letter to the keynote that contains the amount of the honorarium and the terms of his/her presentation. Request a letter back confirming the amount, title of the presentation, audiovisual needs and social security number. This info is needed for the foundation account to cut a check for the keynote speaker.
- **Early March**
 - Confirm Edwards auditorium & sound setup, availability of Galanti Lounge and all AV equipment
 - Arrange for sign interpreter. Christine Hawkins (738-5293) usually does this for us. The cost will be about \$75

Call for Papers

- **Summer**
 - Begin putting together the Call for Papers
 - Suggestions:
 - Panel/roundtable on varying views of spirituality & sexuality
 - Activism panel w/ more emphasis on strategies for activism and change
 - try to target more of our student population
 - include debates relating to sexuality
 - roundtable discussions that include leaders from the large # of multicultural groups on campus
 - dormitory life
 - the Greek system
 - Invite the leaders of all frats and sororities on campus for a panel discussion
 - panel on domestic partnership benefits at URI - invite union leaders
 - Ask Rosie when she will be going to the conferences - try to have a preliminary Call for Papers ready to give her before she leaves.

September
Finish the final draft

- We set a 11/1 deadline for proposals and abstracts. It also indicated that people tell us what AV would be needed
- Last year Andrew was able to arrange for URI printing services to print them free of charge & for central mail to send them to all faculty & staff free of charge. Check with him to see if he would be interested in approaching them again
- **By September 6th** (check this years date) send one to Options in order to make the October issue

Early October

- Mail out
 - Holly has a database of names & addresses from the Options Resource Guide
 - The H&H Committee distributed to various parties on and off campus
 - Rosie Pegueros put it on various internet LGBT & Women's lists
 - Consider sending to National/Regional LGBT newspapers/Organizations
 - Consider sending to Universities with a Queer Studies Program
 - If Holly goes to the Alliance's "Creating Change" Conference in November, give her a supply to distribute then

Fundraising

- **Summer**
 - Begin brainstorming
 - Consider a Registration Fee
 - Consider a voluntary donation
 - Compile a list of all organizations we wish to approach
 - If Theater Dept. puts on a production, possibly receive part of proceeds.
- **September/Early October**
 - Begin efforts by mailing letters to organizations on campus. Also, contact student organizations
 - We applied to Visiting Scholars & Richard Katzoff Foundation.
 - See Holly for the "Sources of Funding" list for places to approach
- **November**
 - Talk to Greta about Corporate Sponsors. Find out if any \$ will be left over after paying for the programs.
- **December/January**
 - Begin following up on fundraising. Arrange for funds to be transferred to the URI Foundation account # 7248. Around this same time, decide on the need to continue fundraising to achieve the required amount.
- **March**
 - Continue efforts to collect funds from campus organizations
- **April**
 - Verify that all funds have been received

Proposal Reviews/Presentation

Early January

- Review Proposals
 - Last year we accepted all proposals submitted
 - This year will depend on how many we receive
 - try to select a diverse group of presentations
- Send a letter to all people submitting proposals advising them of the status of their submission (last year we advised that tentative selections had been made and would be confirmed in early February. People were to write back to us confirming continued interest in presenting at the symposium).
- **Early February** (this was done in March last year)
 - Send acceptance letters to all presenters along with a copy of the program. Last year we invited presenters to change the titles and to review the program for errors.
 - Check with Program/Brochure & Advertising Committee on if there is time for this
 - Ask for travel itineraries & advise of housing options
- **Early March**
 - If a community roundtable discussion will be included, contact potential participants, set up meetings to establish questions/issues to be discussed

Program/Brochure

- Greta has volunteered to do the program, including obtaining corporate sponsors
- **Early January**
 - Draft a tentative program
 - consider making some of the titles of presentations less academic/more creative to be more enticing to students, staff, and community members
- **Early February**
 - Make a final draft. (**note:** last year we sent a tentative final draft to all presenters and invited them to advise us of any changes before a final program was printed. Check with the Presenters Sub-Committee before printing the final draft)
- **Late February**
 - Request that URI printing services print them free of charge & that central mail send them to all faculty & staff free of charge (as they did with the Call for Papers last year - see Andrew).
 - Make any final changes to the program. Print programs.
 - This will need to be done by the first week in March if it is going to be placed in Options
 - Coordinate with Press/Publicity/Advertising Committee so that they may start distributing

Press/Publicity/Advertising

Summer

- Contact the URI Library and request that they put together a LGBT Book display which will correspond with the week of the conference. Also ask them about putting a poster up the week preceding the event on an easel in the lobby.
- **October**
 - Follow up with the library on the book display & poster display
- **December**
 - Contact the Journalism Dept /a Journalism Prof to see if they would be interested having their students write articles covering the symposium (so that we may better document the event)
- **January**
 - Contact the Presidents Office
 - Invite him to attend
 - Also ask him to support the event & to notify others, possibly via a letter to all faculty/staff, about the symposium
 - Check deadlines of the National Magazines & Newsletters
- **February**
 - Find out about cost of putting in the program into options as an insert. (This will need to be done early so as to not miss the March or April deadline)
- **Mid February**
 - Check the deadline for the April Issue of Options
- **Early March**
 - Coordinate with Program committee.
 - Mail several to each presenter, cosponsor, and to organizations listed in Options (see Holly)
 - **(before deadline)** - send a press release & copy of the program to the PACER so that it will get into the April Issue
 - Send out press releases to the major papers, radio stations & TV stations. Include local and national magazines, such as Advocate, OUT, In Newsweekly, etc. Send press releases out earlier to the national magazines, since those are monthly. Check deadlines in January (Stuart in S.E.C. may be able to help with this)
 - Arrange for fliers and posters for the symposium to be made. Brie Taylor handled this last year. These got up too late last year (~ 1 week before the event). We need to create earlier awareness.
 - Ask for Volunteers from the H&H Committee to start a series of editorials written for The Cigar (or other local newspapers) on each of the issues being covered by the symposium - a different focus for each week/month? This suggestion was made by Mary & Jean - they actually suggest that we write the editorials after the symposium once a week/month as a way to keep the discussions alive during the rest of the year. It would be great if we could get volunteers to write to the editor both before & after)
- **Late March**
 - Have 2 large posters made to display on easels in the library and Memorial Union Lobbies
- **Early April**
 - Send a press release to the Cigar and arrange for a feature article to be written. Also, request that they print a copy of the call for papers (possibly all at once or on a daily basis during the conference).
- **April (~ 1 week before conference)**
 - Follow up on press releases w/ a call to ea. press agency contacted

Social/Hospitality

December

- Contact Housing & Residential life and ask if they can again provide no-cost housing to out of town presenters

• **January**

- Consider arranging for evening socials as we did last year. 193 Degrees Coffee house provided the space this year. This was a nice location. Another option would be the University Club. Any other spaces will require reservations, probably well in advance of the conference.

• **February**

- Contact Dining Services (who provided the cheapest food & drinks). Set up an order for coffee, decaffeinated tea, water, juice & muffins for the first day. Drinks for the remaining days (call Vas @ x-2229). See Holly for quantities ordered last year. We also bought bagels for the first day.

• **Early March**

- Confirm the number of out of town guests. Edith Fester, HRL, arranged for room keys & building cards

• **Late March**

- Arrange for transportation for out-of town presenters. Ask Nancy Pirrone if she would be interested in helping with this again this year (she provided transportation for people to and from the airport and also provided services for the keynote speaker)

Other Conference Details

Summer

- Start brainstorming about the conference
- Gain some vision/a focus - Lois Suggested "Gaining Voice, Giving Voice"
 - Consider Evening Events:
 - Drag Show
 - A URI Theater Presentation to correspond w/ the symposium
 - A Finale Event such as a Dance which could include a drag show, local musicians, etc.
 - A Comedian
 - Consider a Protest Rally on the Quad during the event.
- **September**
 - Contact people who signed up (at 96 Symposium) to help this year. Ask them to volunteer for at least one subcommittee.
 - Reserve the Galanti Lounge for the conference (Sue Cary, x- 2666). Marie Rudd will help with this. She, or someone, will need to reserve the audiovisual equipment for that time (overhead projector, slide projector, easel and paper, screen, VCR/monitor).
 - Contact AV (Charlie Daniels in Chafee Hall) to arrange for someone to video the conference. In 95 they sent over workstudy students to take care of this. When they weren't available we filled in. This is preferable to us trying to be responsible for all of the videotaping).
- **February**
 - Order flowers (Check with Greta on this - she has made these arrangements for the past two years. Will they be donated again this year?)
- **March**
 - Purchase blank video tapes and label them before using!
- **Late March**
 - Ask for volunteers from the H&H Committee to present panels & papers, etc
 - Arrange for volunteers to operate the video recorded when AV is not available.
 - Arrange for Certificates of recognition to be made for all presenters, volunteers, sponsors, etc. You can get the background paper from Kinkos
- **Early April**
 - Arrange to gain access to the Galanti Lounge the night before the conference in order to set up. Dining services will come in early in the morning to set up food and drinks.
- **Have fun!!!**