

# Yale School of Art Event Hosting Checklist



*I'm hosting an event at the School of Art! What do I need to do?*

## ○ STEP 1: Reserve the space you'd like to use for the event for the proposed date & time.

Use [25Live](#) or [reach out to John Hogan](#) to see if your preferred space is available and reserve it for your event.

If this event is being hosted as part of a class and you are hosting the event in your classroom, this part is done and you can move to step 2.

If you'd like your event to be open to the public, reach out to John Hogan to submit a green-light request via Yale Facilities. If Facilities is unable to green-light the building but you would still like your event to be open to the public, the event host is responsible for placing (and later removing) signage on the doors and facilitating access to the space, and/or stationing a fellow SoA community member at the door to let folks in and direct people to the event space.

## ○ STEP 2: Submit your event to the Communications Office using the form at [yaleart.org/newevent](http://yaleart.org/newevent)

You can use this form to request a poster commission, photo documentation of your event, and archival video recording. Please **submit this form at least two weeks in advance** of your event if you'd like to take advantage of any of the aforementioned support provided by Communications.

## ○ STEP 3: Invite the SoA community!

Copy/paste the following Mailman lists **in your BCC field** to email the entire SoA community:

[SoA\\_Staff\\_Admin@mailman.yale.edu](mailto:SoA_Staff_Admin@mailman.yale.edu)  
[SoA\\_Core\\_Faculty@mailman.yale.edu](mailto:SoA_Core_Faculty@mailman.yale.edu)  
[SoA\\_MFA\\_Students@mailman.yale.edu](mailto:SoA_MFA_Students@mailman.yale.edu)  
[SoA\\_UG\\_Art\\_Majors@mailman.yale.edu](mailto:SoA_UG_Art_Majors@mailman.yale.edu)

We even made an email template you can use! [Copy/paste this text](#) in an email with the details of your event to get started.

*Please complete each step before moving onto the next to avoid duplicating work.*

*Three steps & you're all set!*

## ***There are also funding sources available across Yale to support bringing visitors to campus!***

These include:

- The Poorvu Center's [Belonging at Yale Grants](#)
  - Supports projects proposed by Yale faculty that focus on broad impact within the Yale community, including events with invited scholars or practitioners address issues of diversity, equity, inclusion, and belonging in scholarship and pedagogy.
  - [Additional funding is available through the Poorvu Center for pedagogical support >](#)
- [Poynter Fellowship in Journalism](#)
  - Brings distinguished journalists and members of the media to campus to interact with students, faculty, and the public.
- [Traphagen Alumni Speakers Series](#)
  - Brings distinguished alumni to campus so that students may enjoy direct access to their thoughts, ideas, and experiences.