"Events at Haverford" Policy

Content and Intention

Events at Haverford (https://www.haverford.edu/events/) is intended as an overview of the various upcoming, ongoing, and **open to the public** events at Haverford College. It is not meant to replace the full college calendar (https://www.haverford.edu/calendar), but rather serve as an easily scannable and visually engaging entry point to the variety of event offerings.

Each event listing includes:
● the event title;
● links to the corresponding calendar entry (if applicable);
● the location of the event;
● a campus map link to the location of the event (if applicable);
● an accompanying image;
● a brief description of the event.

This information is gathered based on existing calendar entries, or through the "Promote Your Event" form (http://hav.to/eventform).

Content Areas

Content on the Events site is provided from external and internal sources, and is updated manually by College Communications.

The areas of the Events site are as follows:

Selected Events at Haverford - updated daily, or as necessary.
      ● Includes overview of upcoming events.
      ● Contains links to the full college calendar, options for event promotion, and subscribing to the "On-Campus Events" Newsletter.

Exhibits - updated as needed based on opening/closing dates of exhibitions.
      ● Includes overview of exhibition spaces on campus.

Annual Events - updated as dates become available for Commencement, Alumni Weekend, and Friends & Family Weekend.
      ● Includes links to sites for each event.
      ● Includes quick links to key areas of each site, e.g. a schedule.

All content is derived from their sources (as listed). College Communications reserves the right to not include an event. All information derived from internal sources is dependent upon the information submitted by the Haverford users who created it.

Event Requirements

1. **We require your event be public.**
2. **Your event must contain an adequate description.** While your description need not be exhaustive, it must contain enough information to convey its purpose to the audience. It is the responsibility of the user / contact person to create and add this information to their calendar listing.
3. **Your event must be in a location that is accessible to all members of the community.** Events held in locations that are accessible only by students should be promoted via Student Activities (https://www.haverford.edu/activities).

Events that have artwork or imagery associated with them, such as a poster, are preferred.

Off Campus Events are included if applicable at the discretion of College Communications. Examples of acceptable and unacceptable Off Campus Events are as follows:

Acceptable:
- A film screening - members of the Haverford College community have a film screened at the Bryn Mawr Film Institute.
- A Bi-Co/Tri-Co department or organization with an event hosted on another college campus, such as a the Haverford-Bryn Mawr Orchestra.

Unacceptable:
- Events listed on the calendar to raise awareness of this happenings taking place in the city, such as Philadelphia Restaurant Week, but not part of an organized or programmed outing.