How to Co-Sponsor an Event with the Women's Center

Thank you for your interest in co-sponsorship with the Harvard College Women’s Center. We have designed this document to inform you of the available resources for such a partnership along with our expectations for co-sponsoring organizations. We strongly encourage you to notify the Women’s Center of your plans as soon as possible. The most successful co-sponsorships are those that start the earliest (5 weeks beforehand is ideal) and have the clearest levels of communication between you and our office; indeed, the earlier you come to us, the more resources we will be able to provide and the more effective our co-sponsorship will be. If your initiative (whether an event, program, workshop, discussion, etc.) relates to our mission, we would love to talk to you more about the possibilities for collaboration.

The mission of the Harvard College Women’s Center is to promote gender equity by raising awareness of women’s and gender issues, developing women’s leadership, and celebrating women who challenge, motivate, and inspire. In alignment with these goals, we centralize resources and offer student-focused programming to strengthen individuals and student organizations. The Women’s Center is committed to creating a welcoming and inclusive environment for all genders that encourages dialogue and diversity.

Background on the Women’s Center

The Women’s Center was established as part of the Office of Student Life in the fall of 2006. We are located in Canaday B basement and are open Monday through Friday, 9:30 am to 5:30 pm. We also have night hours Monday through Wednesday, 6:00 pm to 10:00 pm. The Women’s Center is staffed by a team of undergraduate interns, an Administrative Fellow, and two full-time staff members, the Director and the Administrative Coordinator. We encourage you to familiarize yourself with our space and our staff, especially if you are considering a co-sponsorship, as it will help us put a face to your name and your initiative. You can learn a lot about us by perusing our website: http://hcwc.fas.harvard.edu.
What We Can Potentially Offer You

- Publicity
  - Poster space within the Women’s Center
    - Depending on the extent of our involvement, we may also be able to help with printing posters.
  - Announcement on Women’s Center Facebook/Twitter accounts as well as our website
  - Promotional paragraph in weekly newsletter
  - Blog entry regarding your initiative and the issues it addresses on the Harvard College Women’s Center Blog
  - Send event over intern-subscribed email listservs

- Logistics/ People
  - Email hcwc@fas.harvard.edu to reserve the Women’s Center Lounge or Conference Room for planning meetings or for space to host your actual event.
    - If the Women’s Center is not an appropriate venue for your event, we can help reserve other rooms around campus on your behalf that fit the type of space you need.
  - Potential intern support available during HCWC business hours:
    - advising on project scope, goals, implementation, etc.
    - suggesting connections with other Harvard organizations, offices, etc.

- Limited Funding
  - If you are seeking funding, you should apply to the Ann Radcliffe Trust/Women’s Center Community Fund (ART/WCCF) Grant process, as that is where most of our funds are allocated. It is possible, but unlikely, that the Women’s Center will be able to provide funding outside of the ART/WCCF Grant.
  - If you need to seek funding outside of the ART/WCCF Grant process, we will ask you or a representative from your organization to attend a Women’s Center staff meeting to briefly present your event, discuss your budget, and explain how you want the Women’s Center to contribute (email hcwc@fas.harvard.edu to coordinate attending a meeting).

What We Expect
- Clear communication and prompt response throughout all stages of collaboration

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1 Please note that co-sponsorship does not guarantee all of these resources; rather, this is a list of our potential contributions.
Commitment from your organization’s membership to attend, where the proposed project is an event
Share publicity materials with us that include the HCWC name prior to mass publicity efforts
Meet once weekly (or as-needed) with your intern liaison to keep each other up-to-date concerning the planning of the initiative
Last but not least: enthusiasm for working with our team and towards our mission!

Best Practices
We strongly encourage you to notify us as soon as possible regarding your event idea. Below is our list of best practices with a preferred time frame. While we will still consider projects that come to us with short notice, please be advised that you will not be eligible for our full support.

As Early as Possible
  ● Look into ART/WCCF Grant funding

Five Weeks Prior to Event: Initial Contact/Inquiry
  ● Email hcwc@fas.harvard.edu with a short (approx. three sentences) statement explaining why you want to co-sponsor with the HCWC and your project’s relevance to our mission
  ● Arrange a time to discuss your idea at an HCWC staff meeting
    ○ we will ask you about your expectations for size and shape of event, access to resources, scheduling conflicts/expectations, etc.
  ● Representatives will share with intern liaison phone numbers/preferred form of communication
  ● Host weekly check-in meeting (email/phone call) to update on progress
  ● Set event date, time, tentative name

Three Weeks Prior: Planning Stages
  ● Secure location and time for event
  ● Confirm speakers, panelists, etc.
  ● Discuss potential food options with HCWC intern liaison/Administrative Coordinator
  ● Continue weekly check-in meeting (email/phone call) to update on progress
  ● Send publicity—posters, email, etc.—(with HCWC listed as co-sponsor) to hcwc@fas.harvard.edu
  ● Regularly “bcc:” listserv pubs to HCWC intern liaison
  ● Pump up your organization’s membership for the initiative
    ○ Express your expectation for membership attendance/participation
● Reserve Media Technology Services (if applicable)

One Week Before: Event Execution
● Remind speakers, panelists etc. about the event (date, location, time)
● Continue publicizing to listservs, BCC’ing your intern liaison
● Double-check on MTS request, food order, etc.
● Determine who will be responsible for tasks
  ○ Set-up, Moderator, Clean-Up, etc.
● Finalize organization membership attendance/participation

Day of: The Event
● Remind the people in charge of different initiative roles to perform them
● Arrive 30 minutes prior to event start time
● Make sure guests can find location (post signs, etc.)
● Set up food, MTS, etc.
● Send “In One Hour: Initiative Here” emails to listserve

One Week After: De-Brief
● Arrange a time to meet with HCWC liaison for event de-brief and feedback
  ○ Let us know how the process went for you: pluses and deltas
● Stay in touch with the Women’s Center by signing up for our weekly newsletter