

WEB CALENDAR POSTING GUIDELINES

These guidelines are to help you to convey accurate and comprehensive information about your department's upcoming event onto the website. Each department is responsible for all event logistics and for uploading their own event information to the OTIS WEB CALENDAR. If you have any questions about using the CMS, please contact Rick Pine or Peter Schlamp.

1. Do not change the "Type." It must say "Public Program."
2. Select Category (Public Event, Academic Deadline, Other)
2. Add Title of Event, e.g. Artist Pablo Picasso lecture (if it is a speaker, list as artist, filmmaker, educator, etc.)
3. Description of Event (75 words or less; include name(s) of speakers, bylines, url hot links, and always identify OTIS faculty and alumni participants). You may add an image in the body of the description but DO NOT add an image to the home page (Images) unless it is an event open to the public (see #16., below)
4. Date: (Weekday, Month, Day, Year; for exhibitions use start and end dates, e.g., January 11-April 16, 2009)
- 5: Time (start/stop) (e.g., 11am-2pm)
6. OTIS Location (e.g., Forum, 1st floor Ahmanson Hall, Elaine and Bram Goldsmith Campus, 9045 Lincoln Blvd, L.A. 90045)
7. Off-campus location
 - full street address
 - City
 - Zip Code
 - Cross Streets
 - Parking information (Location and Cost)
 - Hot link to the appropriate map PDF
- 8: Event Contact Information for Public Use
 - Name of Contact Person with hot link to email
 - Department Name:
 - Phone Number:
9. Presenting OTIS Department
10. Non-Otis Presenter Name and Url
(e.g. Skirball Cultural Center, www.skirball.org)

11. Sponsorship Recognition (individual, foundation or corporation) with logo if appropriate

12. Event url OTIS

13. Is admission to this event free?

14. RSVP required?

- No
- Yes, provide details on how (phone, email hot link)

15: Ticket Information

Ticket Price: _____

How do you buy tickets (url hot link phone, email, all pertinent details)

16. (Optional) Image: JPEG or PNG (if you save as 332 x 205 pixels and add to "Images," it will appear on the home page rotation and on the lobby monitor.

17. (Optional) Press release (PDF format)

Other Considerations re: Event Planning

If you are planning to publicize your event with an eblast, printed ad, postcard or catalogue, please submit a Publication Design Form and see the Guidelines.

If this event requires facilities or media resources (video recording, microphones, etc) please submit the appropriate request to Facilities or the Video Lab at least two weeks in advance.

If the event involves an outside vendor, please contact Purchasing so that they can determine the vendor fee.

If you are planning to record the event, the speaker(s) must sign a release.

SAMPLE RELEASE AGREEMENT – insert date at top

OTIS

Otis College of Art and Design
9045 Lincoln Boulevard, Los Angeles, California, 90045
Website www.otis.edu

Dear Artist/ Designer/Writer/Speaker/Participant,

We are delighted that you have agreed to participate in an educational activity for Otis College of Art and Design. In our efforts to support student learning and to promote the activities of the college, we often record these events and make them available to interested people through the Library and various Otis web spaces. We also sometimes publish photographs of events through Otis publications such as catalogs and brochures.

We are hoping that you will agree to allow us to use your words and image. As an institution dedicated to educating artists and designer and writers, we desire only to use representation of you and your work in the most respectful way. If we use any significant portion of the recording we make of you, we promise to clearly edit and gratefully acknowledge you and your creativity.

Thank you in advance for helping us further Otis' educational mission and promote the visibility of the College. We appreciate it very much.

Sincerely,

Staff and Faculty of Otis College of Art and Design

Release Agreement:

I hereby irrevocably give Otis College of Art and Design the right and permission to copyright and/or publish, reproduce or otherwise use my name, voice and likeness and/or written material, photographs, motion pictures and audio-visual magnetic recordings, and digital and on-line representations about or by me for instruction, or advertising, trade or any other lawful purpose whatsoever. I hereby agree to relinquish all rights, title and interest I may have in the finished product or the advertising copy that may be used in connection therewith, and waive all rights to any further compensation thereof.

Print Name: _____

Signature:

Activity: _____

Date: