Carthage College

Speakers & Talent Approval Policy

As an institution of higher education, Carthage College remains committed to open dialogue and expression for the purpose of learning. Campus speakers and events provide a unique forum for such dialogue and expression. When planning such events, it is important to facilitate due diligence of the intended speaker/talent to ensure achievement of the desired learning outcomes of the event and to responsibly steward college funds. It is recommended this begin at least 30 business days prior to proposed event date.

Academic and Non-Academic Departments

Academic and Non-Academic departments may sponsor speakers and events involving talent from outside Carthage College. Prior to signing contracts for any such speakers or talent, there should be a discussion /review of the potential speaker/talent with the department director or division chair to review and with the Provost/Vice President/Associate Vice President to determine it is an appropriate selection for the intended learning outcomes. The approval to proceed is given by the Provost/Vice President or Associate Vice President to proceed with the contract negotiations and event planning. It is suggested that the review involves the same components (but not limited to) of due diligence outlined under the student organization section of this policy. The College may deny a request to host a speaker on campus on the grounds that the security and facilities costs required to host a speaker while maintaining the safety of the campus community is too high/ great.

Student Organizations

Student organizations events are approved through The Harbor in an event approval process that includes the basic collection of information related to the event. This includes a description of the nature of the event, logistical needs, etc. in order to determine approval and any requirements related to the approval based upon event policies and guidelines at the College. Any events involving a speaker or talent from outside the college that is being considered should be reviewed prior to the event being submitted for approval. This serves multiple purposes ranging from due diligence to review the speaker and/or talent, contract negotiation and requirements and proper signatory for contracts (generally students may not independently sign contracts on behalf of their organization without a signatory from the college as well). The College may deny a request to host a speaker on campus on the grounds that the security and facilities costs required to host a speaker while maintaining the safety of the campus community is too high/ great.

Below are the steps required to facilitate due diligence in the review of a speaker or talent before signing a contract which leads an organization to move forward to secure event approval:

- References from three (3) campuses that are similar in size and nature to Carthage, where they have spoken/performed in the past 18 months. The reference is designed to help Carthage learn about the experience the other campus had of working with the individual(s), successes and challenges of the event, and if they would engage them again on their campus.

- Media scan for the speaker/talent from the past 18 months or more to learn about how they are appearing in the public. This can help to inform the organization about potential opportunities 2 to maximize media in their event promotion and also to alert them to any concerns that could come from being associated with the speaker/talent that may impact planning.

The process of due diligence should involve student leaders from the organization, advisor(s) of the organization and staff from the Office of Student Involvement. All information collected should be saved as verification of the due diligence work to assist with contract negotiation and planning. It can be helpful information for offices involved in support the events success such as The Office of Meeting and Event Planning, the Office of Public Safety, Sodexo and more. When the process is completed the student leader, advisor and staff in Student Involvement will connect about the information collected to determine support/approval to move forward or if the concerns are too great to move on.

Institutional Policy Effective July 1, 2019