

Planning An Anniversary Celebration

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Federal Depository Library Conference

Washington, D.C.

Prepare time line

- Include steps that need to be completed

Determine Date, Location, and Time of Event

- Reserve room



Determine Speaker(s)

- Keynote speaker and remarks from additional speakers
- Contact speaker(s) regarding availability
- Consider changing date if desired speaker is unavailable

Determine Budget

- Invitations – printing and postage
- Programs
- Catering
- Flowers
- Supplies for preparation of display and signage

Consider Outside Funding

- Send letters/e-mails requesting sponsorship
- Indicate:
 - Purpose/importance
 - Speakers (s)
 - Number of invited guests
 - \$ amount desired
 - Recognition of sponsors

Consider Who to Invite

- Library staff
- Friends of the Library
- Staff from other local libraries
- University administrators and faculty
- Congressman

Publicity

- Press release for newspaper and/or local newsletter
- Create display in library – check Government Documents Display Clearinghouse
(<http://www.lib.mnsu.edu/lib/govdoc/proj/tutorials/financialfront2.html>)
- Consider a smaller display in reception area

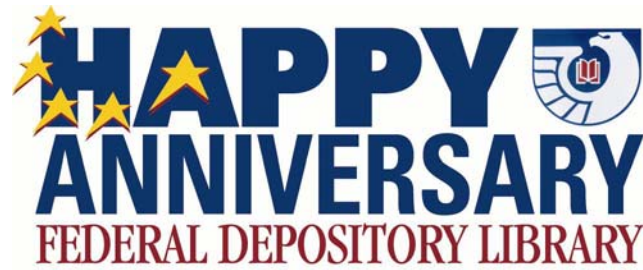
Useful Information

- “Sale and distribution of government publications by the Superintendent of Documents” 1956 (Y 4.H 81/3:P 96). Includes depository libraries by state with date designated.
- “Official list of depository libraries consisting of designated, geological, and official gazette depositories” 1909 (GP 3.3:12). Includes depository libraries by state with date designated.

Our Informal Celebration



GPO Anniversary Logo



A Service of the United States Government Printing Office 

Front of Invitation



Back of Invitation






The University of Cincinnati Libraries
Celebrate
the acquisition of the
3 millionth
volume!



2004 also marks the
75th Anniversary
of the designation of University
Libraries as a Government
Depository Library



Contact Information



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