

## **First Fridays at Notre Dame**

### **Origins**

First Fridays began in Flanner Hall in June 2019 as a means of raising awareness on the work of the Office of Digital Learning while simultaneously providing a space for those working in the building to meet their co-habitants. Owing to the popularity and success of the First Friday format, these events have expanded beyond Flanner Hall to the wider campus.

### **Goals**

1. To heighten awareness of the services offered by the hosting body through an informal “open house” format
2. To provide faculty, staff, and graduate students from disparate offices, departments, centers, and institutes across Notre Dame with a space to meet thus encouraging cross-unit and cross-departmental conversations and collaborations.

### **Potential Impact**

- Increased awareness of the services offered by the hosting body
- Increased use of services provided by the host
- Instigate cross departmental / cross-unit conversations and collaborations

### **Expectations of the Host**

1. Create a calendar invite for the event and invite those included on the [First Friday mailing list](#). The host is welcome to invite others not included on the list.
2. If desired, advertise the First Friday event campus wide and/or to targeted populations (for example, via the Week@ND, mailing lists, etc. )
3. Prepare the office space(s) to accommodate approximately 50 people.
4. If desired, prepare any informational materials they wish to have available at the event.
5. If desired, deliver a short welcome announcement with a 2-5min overview of the host's services, etc.
6. Provide light snacks and beverages (typically alcoholic and non-alcoholic) for approximately 50 people. The extravagance of the event is left to the host's discretion.

### **Previous Hosts Include:**

- Office of Digital Learning
- Center for Research Computing
- Masters in Global Health
- Navari Center for Digital Scholarship
- ND Learning
- ND Studios

### **Upcoming Hosts**

*NDR (April 2020 but TBC)*

*CCLC (May 2020)*