

**The Events Module should be used to document events related to Museum endeavors.**

Event types can include:

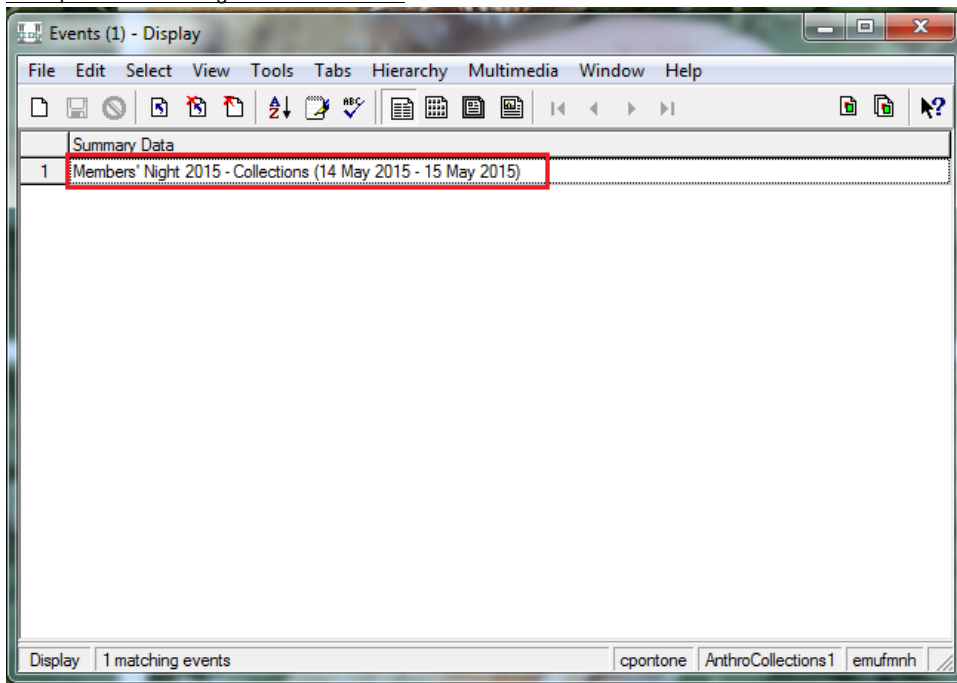
- workshops
- tours
- community outreach events
- panel discussions
- social media series
- photo shoots
- exhibitions [see exhibitions specific documentation for details]

\*Remember to create a Consultation record to document the initial request, correspondence, and arrangement of a visit or event in the Consultation Module. This will make for a more robustly documented event record.

#### **Creating a Master Event:**

Members' Night is an annual event in which many sectors of the Museum participate in showing behind the scenes quality presentations to the members of the general public. As such, this multi-faceted event is comprised of many presentations organized by colleagues across collection areas. Therefore, by creating a Master Event, individual parties can add their specific presentations, or sub-events, to this one major event for better organization.

Example: Members' Night 2015 - IRN 2880



Events (1) - Edit

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

Members' Night 2015 - Collections (14 May 2015 - 15 May 2015) 2880

Event Number: [ ] Event Type: Collections Event Locality: ☒ Internal ☐ External ☐ Unknown

Event Details

Title: Members' Night 2015

Description: Behind the Scenes Anthropology presentations.

Credit Line:

Related Events

Master Event:

Sub Events: 1 A Tinguian Tale: Aponibolinayen and the Sun - Collections (14 May 2015 - 15 May 2015)

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

Edit Event 1 of 1 cpontone AnthroCollections1 emufmnh

#### Event 1 [Tab]

- **Event Number:** \*Head Registrar Angie Morrow has advised that event numbers no longer necessary for Anthropology collections staff to use when creating events. This is an important detail, as not having a number assigned by Angie will no longer hinder the creation of events.
- **Event Type:** Define the type of event listed. Choose the best fitting description from the existing drop down menu.
  - Members' Night is a collections based event, therefore the event type is appropriately listed as "Collections"
- **Event Locality:** If an event is held within the Museum, the event locality is internal. If events take place off Museum grounds, the event locality is external.
  - Members' Night is held throughout The Field Museum. This event specifies the activities held inside Room 38, so the event is "internal"
- **Title:** Title of the event being described.
  - "Members' Night 2015"
- **Description:** Brief description of the event listed. This information depends on the specificity of a particular event. Sub Events offer the opportunity to more specifically describe what an event entailed and why it occurred. Given the general purpose of a Master Event, it is not necessary to provide too great of detail.

Updated 14 Jul 2016  
Cassie Pontone

Sharon Grant 9/15/2015 3:37 AM

**Comment [1]:** It's actually good practice to include a unique event number. In the case that there are no departmental standards then saving with the irn in this field is sufficient. There is information about assigning Event Numbers here: <http://intranet.fieldmuseum.org/emu/node/6022>. Angie - Should/Can we update this page for Anthro as well ?

Angie Morrow 9/15/2015 2:52 AM

**Comment [2]:** Instead, let's say, Put the IRN in the event number field and choose the appropriate event type from the list. Preface the IRN with A-. A- will indicate Anthropology and eliminate the need for numerous other prefaces. This will always be a unique number by using the IRN."

Angie Morrow 9/15/2015 3:37 AM

**Comment [3]:** Sharon and I have updated the info on the intranet regarding event numbers which I hope will help. <http://intranet.fieldmuseum.org/emu/node/6022>

- “Behind the Scenes Anthropology presentations.”

#### Dates [Tab]

Enter the Dates and Times during which the event took place.

- Event Commencement Details:
  - Commencement Date: The date on which the event began.
    - “14 May 2015”
  - Time: The time at which the event began.
    - “17:00” (5:00pm)
- Event Completion Details:
  - Completion Date: The date on which the event concluded. \*Members’ Night is a multi-evening event, spanning the course of two consecutive weeknights.
    - “15 May 2015”
  - Time: The time at which the event concluded.
    - “22:00” (10:00pm)

Events (1) - Edit

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

Members' Night 2015 - Collections (14 May 2015 - 15 May 2015) 2880

Venue Information

Venue Name: The Field Museum of Natural History

Geog. Location:

Internal Location: 3805.00.00

Commencement Date: Commencement Time: Notification Date:

Person To Notify:

Completion Date: Completion Time: Notification Date:

Person To Notify:

Preparation Details:

Venues

Venue Name	Commencement D...	Completion Date
1 The Field Museum of Natural History		

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

Edit Event 1 of 1 cpontone AnthroCollections1 emufmnh

#### Venue [Tab]

Enter the information concerning the location of the listed event.

- **Venue Name:** The name of the venue where the listed event took place. \*This field is linked to the Parties Module. Therefore, in order to add a new listing for a venue, it is necessary to create a Party record for that venue/organization within the Parties Module.
  - Members' Night occurs at "The Field Museum of Natural History"
- **Internal Location:** The name of the specific location where the event took place within the listed venue. This field is linked to the Locations Module in EMu, and is therefore specific to rooms, halls, exhibition spaces, labs, etc. within The Field Museum. \*This field is only necessary for internal events, held within The Field. If the EMu location for the space in which an event was held does not exist, it will then be necessary to create a new locations record in the Locations Module for this space.
  - This event record specifies the Anthropology presentations held in Room 3805 on the third floor of The Field, otherwise known as "3805.00.00"

### Creating a Sub Event:

For events that are multifaceted, or even multi-cited, it is helpful to create multiple sub events. These sub events can be nested under a master event in order to better define the complexity of the larger event. In the case of Members' Night, sub events can be created under one heading (Members' Night 2015) which individually describe the wide range of activities and presentations that happened throughout the course of the two nights.

The screenshot shows a software interface for editing an event. The title bar is 'Events (1) - Edit'. The menu bar includes File, Edit, Select, View, Tools, Tabs, Hierarchy, Multimedia, Window, and Help. The toolbar contains various icons for file operations and editing. The main window displays the event 'Members' Night 2015 - Collections (14 May 2015 - 15 May 2015)' with a count of 2880. The 'Event Details' section includes fields for Event Number, Event Type (set to 'Collections'), Event Locality (set to 'Internal'), Title (set to 'Members' Night 2015'), and Description (set to 'Behind the Scenes Anthropology presentations.'). The 'Related Events' section shows a 'Master Event' and a 'Sub Event' listed as '1 A Tinguian Tale: Aponibolinayen and the Sun - Collections (14 May 2015 - 15 May 2015)'. The bottom of the window has tabs for Event 1, Event 2, Dates, Venue, Objects, Statistics, Finance, and Hier. The status bar shows 'Edit', 'Event 1 of 1', and user names 'cpontone', 'AnthroCollections1', and 'emufmnh'.

This Sub Event describes one of the many presentations displayed during Members' Night. To create a Sub Event, begin by creating another event in the same way the Members' Night 2015 event record was created above (the Master Event).

Example: A Tinguian Tale: Aponibolinayen and the Sun - IRN 2925

Event 1 [Tab]

Events (1) - Edit

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

A Tinguian Tale: Aponibolinayen and the Sun - Collections (14 May 2015 - 15 May 2015) 2925

Event Number: [ ] Event Type: Collections Event Locality: Internal External Unknown

Event Details

Title: A Tinguian Tale: Aponibolinayen and the Sun

Description: The Digital Co-Curation Team presents objects from the Philippines Anthropology collections for Members' Night 2015. Objects were chosen based upon the material items referred to in the traditional Tinguian folktale "Aponibolinayen and the Sun", as recorded by Mabel Cole. Artist Trisha Martin displayed illustrations of scenes from the folktale, using the Tinguian collections for reference of material culture, according to her perspective. The presentation also included a brief summary of the folktale's story.

Credit Line: [ ]

Related Events

Master Event: [ ]

Sub Events: [ ]

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

Edit Event 1 of 1 cpontone AnthroCollections1 emufmnh

\* Again, the Event Number is not necessary for the creation of events.

- **Event Type:** Define the type of event listed. Choose the best fitting description from the existing drop down menu.
  - This presentation is collections based, just like the Members' Night Master Event, therefore the Sub Event type is appropriately listed as "Collections"
- **Event Locality:** If an event is held within the Museum, the event locality is internal. If events take place off Museum grounds, the event locality is external.
  - This Sub Event occurred inside Room 38 as part of Members' Night, so the event is "internal"
- **Title:** Title of the Sub Event being described.
  - "A Tinguian Tale: Aponibolinayen and the Sun"
- **Description:** Brief description of the Sub Event listed. This information depends on the specificity of a particular event. Since this is a Sub Events within the more general Members' Night Master Event, this description may be more detailed in the elaboration of what the Sub Event entailed and why it occurred.

Sharon Grant 9/15/2015 2:55 AM

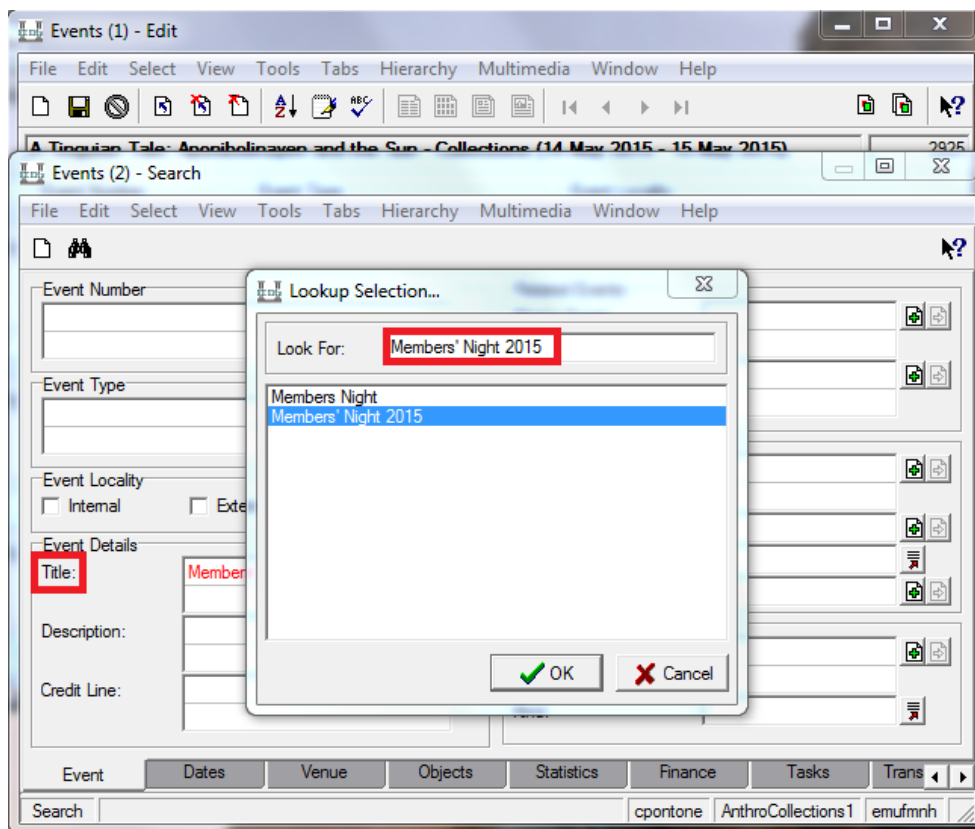
**Comment [4]:** See above. In the case of a sub event you would follow the convention of the main event numbering scheme with a suffix (.1, .2 etc)

Angie Morrow 9/15/2015 2:55 AM

**Comment [5]:** Use the sub-event's IRN with an A-prefix and link to the Master. No need for .1, .2, etc.

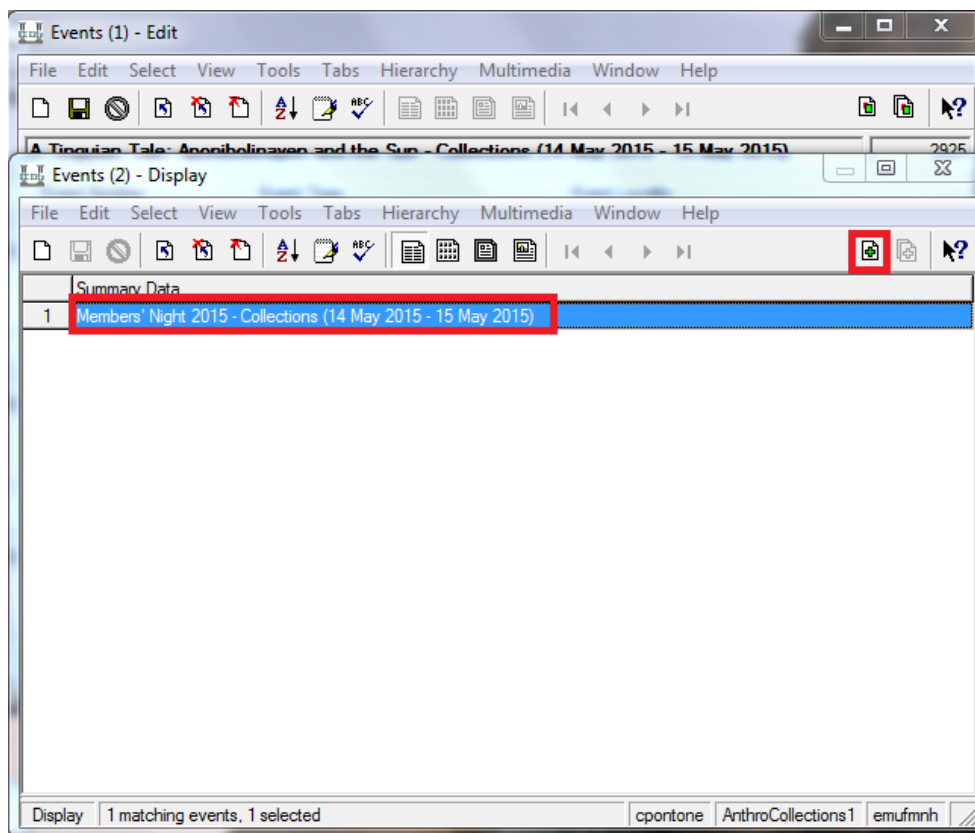
- "The Digital Co-Curation Team presents objects from the Philippines Anthropology collections for Members' Night 2015. Objects were chosen based upon the material items referred to in the traditional Tinguian folktale "Aponibolinayen and the Sun", as recorded by Mabel Cole. Artist Trisha Martin displayed illustrations of scenes from the folktale, using the Tinguian collections for reference of material culture, according to her perspective. The presentation also included a brief summary of the folktale's story."

To associate this new, Sub Event record, click the green plus sign under the heading of "Related Events". This will prompt a new search within the Events Module, where the Master Event record can be searched for.



To find the intended Master Event record, search for the title of the desired event record. \*If the title is unknown, use other entry fields to search for the desired record.





Select the appropriate event record and click the green plus sign to associate this Master Record with the ongoing completion of the Sub Record.

Events (1) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

A Tinguian Tale: Aponibolinayen and the Sun - Collections (14 May 2015 - 15 May 2015) 2925

Event Number:

Event Type: Collections

Event Locality: ☒ Internal ☐ External ☐ Unknown

Event Details

Title: A Tinguian Tale: Aponibolinayen and the Sun

Description: The Digital Co-Curation Team presents objects from the Philippines Anthropology collections for Members' Night 2015. Objects were chosen based upon the material items referred to in the traditional Tinguian folktale "Aponibolinayen and the Sun", as recorded by Mabel Cole. Artist Trisha Martin displayed illustrations of scenes from the folktale, using the Tinguian collections for reference of material culture, according to her perspective. The presentation also included a brief summary of the folktale's story.

Credit Line:

Related Events

Master Event: Members' Night 2015 - Collections (14 May 2015 - 15 May 2015)

Sub Events:

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

Display Event 1 of 1 cpontone AnthroCollections1 emufmnh

Once a Master Event is associated with a Sub Event, it will be recorded under the Related Events section.

#### Event 2 [Tab]

Enter the information concerning the location of the listed event. \*In this instance, the Sub Event data nearly matches the Venue and Internal Location details of the Master Event.

- **Venue Name:** The name of the venue where the listed event took place. \*This field is linked to the Parties Module. Therefore, in order to add a new listing for a venue, it is necessary to create a Party record for that venue/organization within the Parties Module.
  - This presentation was a part of Members' Night, and it also occurred at "The Field Museum of Natural History"
- **Internal Location:** The name of the specific location where the event took place within the listed venue.

- This Sub Event's presentation was displayed on a table in Room 38 on the third floor of The Field, otherwise known as "3805.00.00 table"

**Events (2) - Display**

**A Tinguian Tale: Aponibolinayen and the Sun - Collections (14 May 2015 - 15 May 2015)** 2925

Event Number: [ ] Event Type: Collections Event Locality: ☒ Internal ☐ External ☐ Unknown

**Venue Information**

Venue Name: The Field Museum of Natural History

Geog. Location: [ ]

Internal Location: 3805.00.00 table

Commencement Date: [ ] Commencement Time: [ ] Notification Date: [ ]

Person To Notify: [ ]

Completion Date: [ ] Completion Time: [ ] Notification Date: [ ]

Person To Notify: [ ]

Preparation Details: [ ]

**Venues**

	Venue Name	Commencement D...	Completion Date
1	The Field Museum of Natural History		
*			

Event 1 Event 2 Dates Venue Objects Statistics Finance Hier

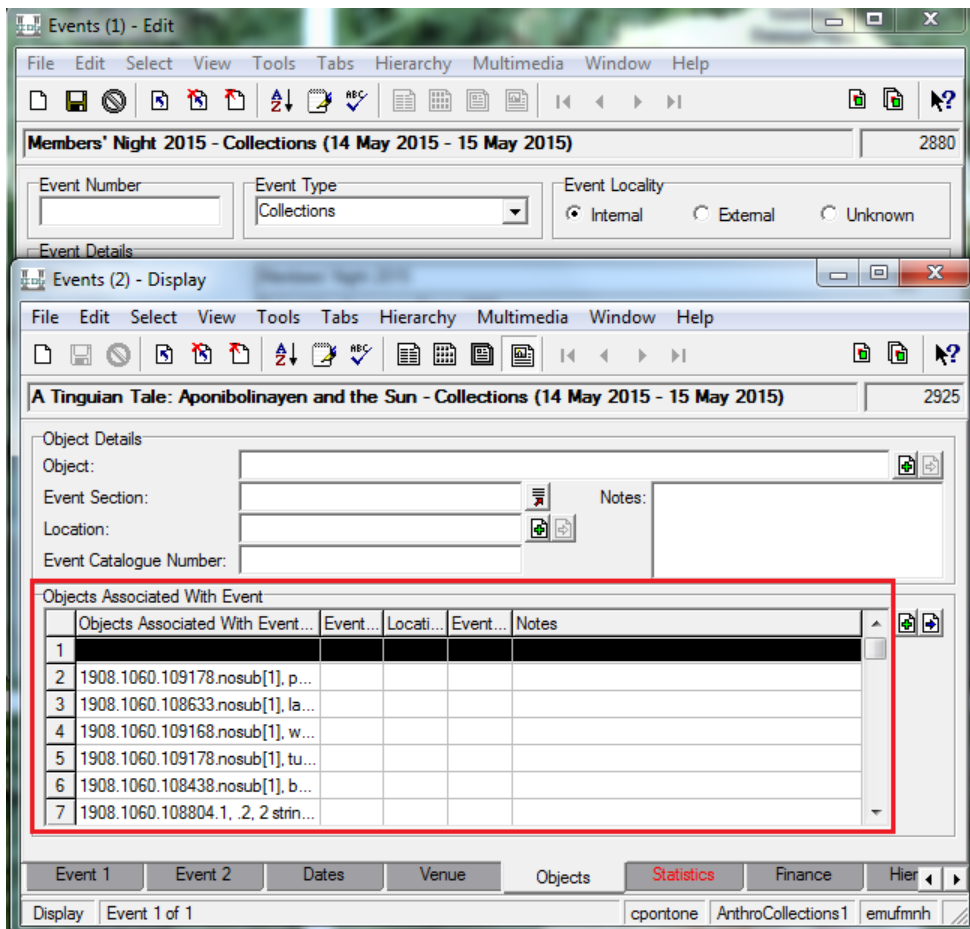
Display Event 1 of 1 cpontone AnthroCollections1 emufmnh

#### Dates [Tab]

Enter the Dates and Times during which the event took place. \*In this instance, the Sub Event data matches the exact time and dates of the Master Event.

- Event Commencement Details:
  - Commencement Date: The date on which the event began.
    - "14 May 2015"
  - Time: The time at which the event began.
    - "17:00" (5:00pm)
- Event Completion Details:

- Completion Date: The date on which the event concluded. \*Members' Night is a multi-evening event, spanning the course of two consecutive weeknights.
  - "15 May 2015"
- Time: The time at which the event concluded.
  - "22:00" (10:00pm)



#### Objects [Tab]

All objects associated with an event can be listed in the Objects tab of the Events Module. The easiest way to associate these objects from the Catalog Module with listed events, is to attach entire groups of records. This process of attaching is in 3 tiers, utilizing both the Catalog and Events Module together.

\*Note the hierarchy:

- Events (1) is the Master Event [Members' Night 2015]
- Events (2) is the Sub Event [A Tinguian Tale: Aponibolinayen and the Sun]
- Catalog lists the group of objects used for the Sub Event described by Events (2)

By selecting the green arrow to the left of the objects table listing, the Catalog Module will be opened.

Objects can be searched individually at this stage, or a previously defined group can be retrieved using Tools located within the top Menu bar. To add an entire group, select all objects in the list and click the multiple paged icon next to the Help key in the upper righthand corner of the module. This "Drag Selected Records" tool will import all grouped records into the Objects tab of the Events Module.

Events (1) - Edit

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

Members' Night 2015 - Collections (14 May 2015 - 15 May 2015) 2880

Event Number: Event Type: Collections Event Locality: ☒ Internal ☐ External ☐ Unknown

Event Details

Events (2) - Display

File Edit Select View Tools Tabs Hierarchy Multimedia Window Help

A Tinguian Tale: Aponibolinayen and the Sun - Collections (14 May 2015 - 15 May 2015) 2925

Object Details

Object: Event Section: Location: Event Catalogue Number: Notes:

Objects Associated With Event

Objects Associated With Event...	Event...	Locati...	Event...	Notes
1				
2	1908.1060.109178.nosub[1].p...			
3	1908.1060.108633.nosub[1].la...			

Catalogue (3) - Display

File Edit Select View Tools Tabs Parts Multimedia Window Help

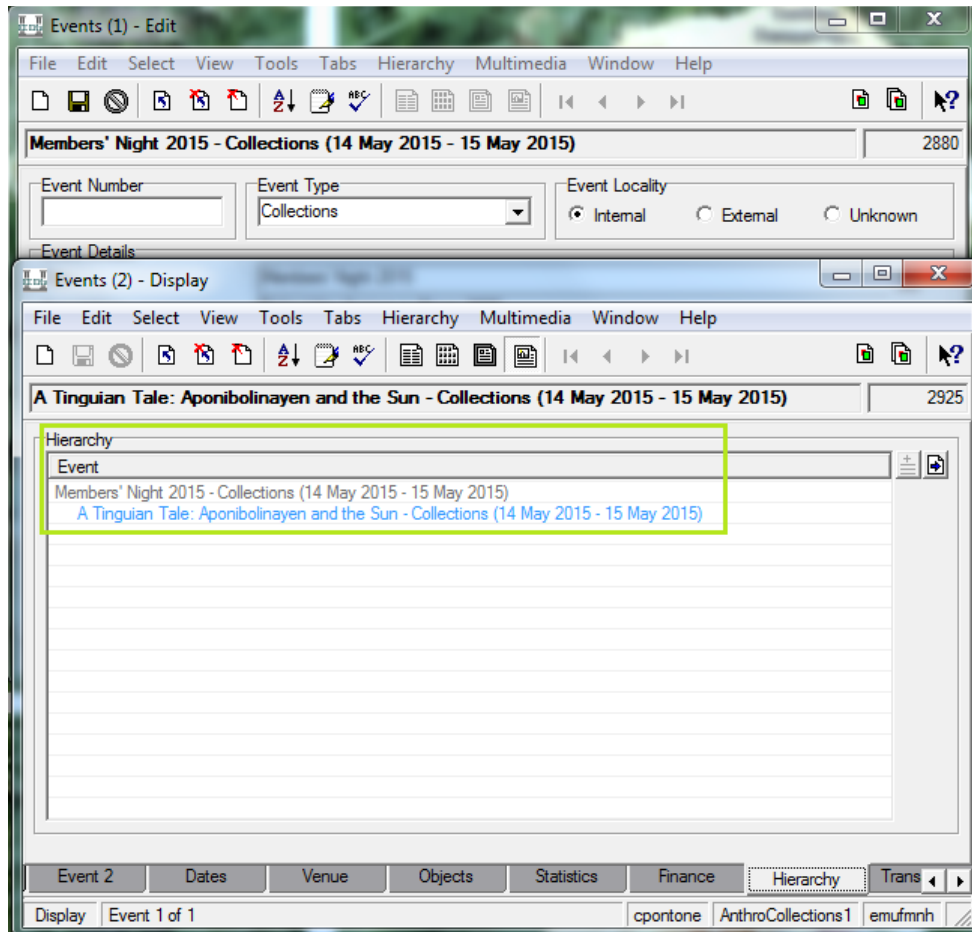
	Object ID: (Field ...	Description: (Desc...	Current Location: (...	Accession Year: (...	Accession Numbe...	Catalog Numbe...
1	109178.nosub[1]	pot (rice steamer ?)	0201.04.04	1908	1060	109178
2	108633.nosub[1]	ladle	0201.01.09	1908	1060	108633
3	109168.nosub[1]	water jar	0201.04.05	1908	1060	109168
4	109178.nosub[1]	tube (inserted into ...	0201.01.02	1908	1060	109178
5	108438.nosub[1]	basket	0201.07.01	1908	1060	108438
6	108804.1_2	2 strings of beads ...	0202.01.05	1908	1060	108804
7	108905.nosub[1]	blanket	0210.06.05	1908	1060	108905
8	108944.nosub[1]	pillow	0202.07.05	1908	1060	108944
9	108585.nosub[1]	fish net with sinkers	0202.09.07	1908	1060	108585
10	128278.nosub[1]	betel nut with husk	0207.01.07	1910	1115	128278
11	128278.nosub[1]	betel nut	0207.01.07	1910	1115	128278
12	128278.nosub[1]	betel nut	0207.01.07	1910	1115	128278
13	128278.nosub[1]	betel nut	0207.01.07	1910	1115	128278
14	128278.nosub[1]	betel nut	0207.01.07	1910	1115	128278
15	128278.nosub[1]	betel nut	0207.01.07	1910	1115	128278
16	128278.nosub[1]	betel nut	0207.01.07	1910	1115	128278
17	128278.nosub[2]	partial betel nut wi...	0207.01.07	1910	1115	128278

Display 24 matching objects cpontone AnthroCollections1 emufmnh

Cassie Pontone

## Hierarchy [Tab]

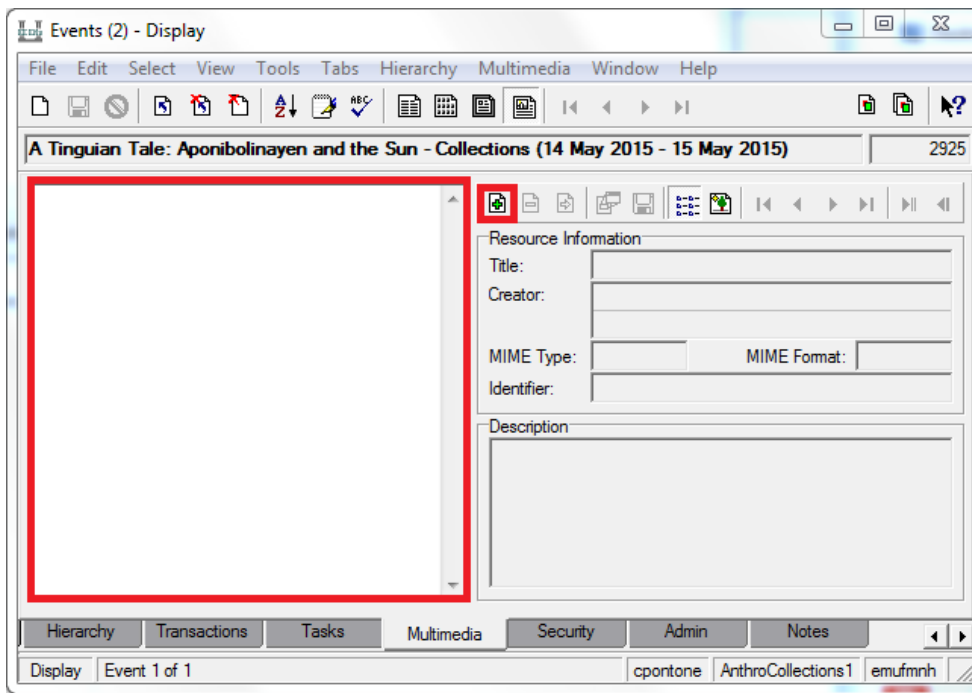
For reference, the hierarchy between the Master Event of Members' Night 2015 and the Sub Event of A Tinguian Tale: Aponibolinayen and the Sun looks like this:



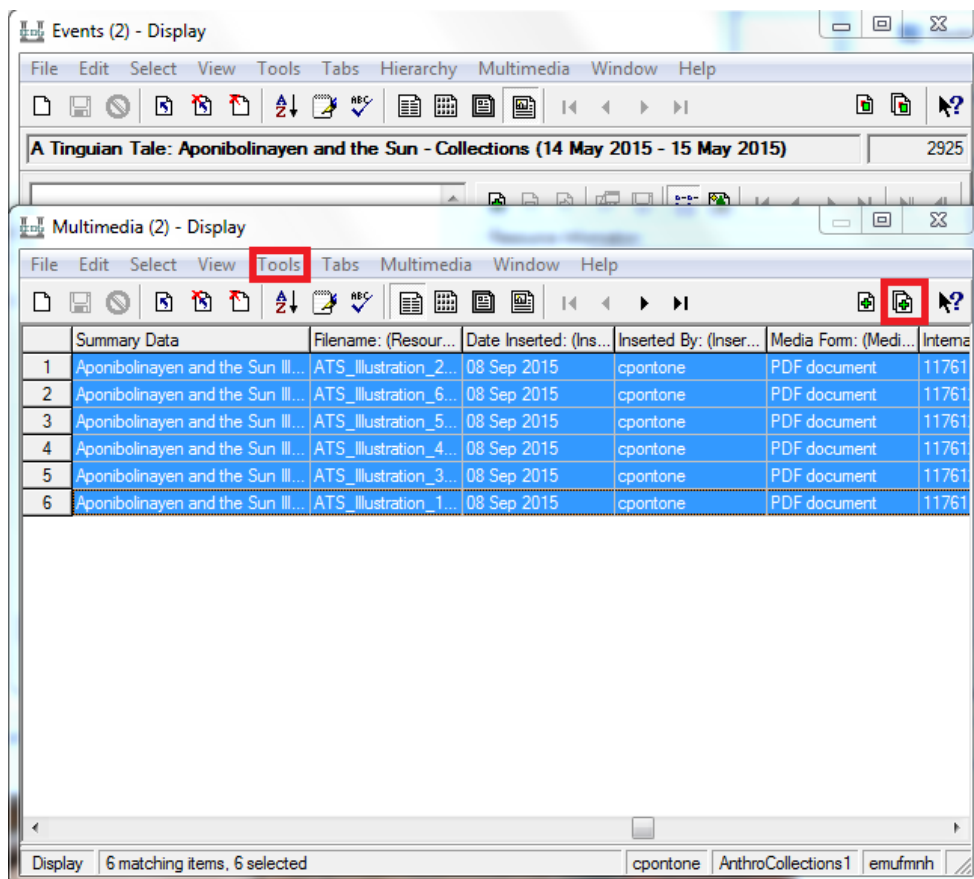
## Multimedia [Tab]

Multimedia can be added to events to make them more robust. Event photos, documents, resources, etc. can be used as supplementary data.





Add Multimedia records by selecting the green plus sign. Clicking this icon will automatically open the Multimedia Module and allow for the opportunity to attach Multimedia records. In this module, records can be searched for and added individually or by retrieving a previously created group.

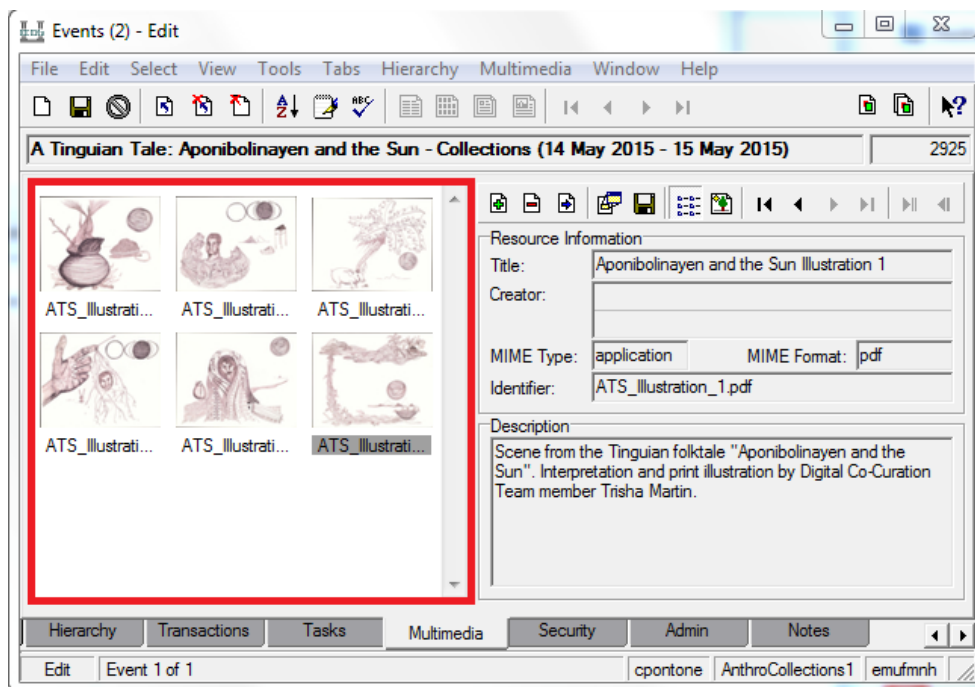


All Multimedia records associated with an event can be listed in the Multimedia tab of the Events Module. The easiest way to associate these files from the Multimedia Module with listed events, is to attach entire groups of records. This process of attaching is in 3 tiers, utilizing both the Multimedia and Events Module together.

\*Note the hierarchy:

- Events (1) is the Master Event [Members' Night 2015] - not pictured
- Events (2) is the Sub Event [A Tinguian Tale: Aponibolinayen and the Sun]
- Multimedia lists the group of image files used during the Sub Event described by Events (2)

To add an entire group, select all objects in the list and click the multiple paged icon next to the Help key in the upper righthand corner of the module. This "Drag Selected Records" tool will import all grouped records into the Multimedia tab of the Events Module. \*These steps are very similar to those necessary in adding object lists in the Objects tab.



Associated artwork from the Aponibolinayen and the Sun presentation are now linked to the Sub Event in EMu.