



THE CATHOLIC UNIVERSITY OF AMERICA
Columbus School of Law

Student Organization Event Planning Guide

*Office of Student Life and Special Events
2014 – 2015*

*Office of Student Life and Special Events
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Event Checklist

- Reserve space – submit **Internal Room Reservation Form** to kingra@law.edu
- Get approval for events/speakers – submit **Event Proposal Form** to kingra@law.edu
- Place food/catering order – submit **Food Order Form** to kingra@law.edu
- Advertise for the event – submit a flier (Word or Publisher) to kingra@law.edu
- Contact Media Services for audiovisual support – (202-319-6254)
- Arrange for visitor/guest parking – submit request to kingra@law.edu

Reserving Space/Choosing a Date

Reserving a room notifies us that an event is in the planning stage and ensures that you get the kind of room you need. This also allows you to publicize the event on the law school calendar.

To Reserve a Room

Complete the **Internal Room Reservation Form** and submit to the Office of Student Life and Special Events in Suite 341 or to (kingra@law.edu).

- As space fills up quickly, please allow a minimum of five working days for processing of room requests for groups/meetings. If outside speakers are to be invited, please allow a minimum of 2-3 weeks for approval.
- Fliers cannot be posted nor speakers invited until event space and speakers are approved.

Inviting Speakers

If outside speakers are to be invited to your event, please allow a minimum of 2-3 weeks for approval. In order to get approval, please submit the **Event Proposal Form** (must be signed by your Faculty Advisor) to kingra@law.edu along with speaker biographies. All student organizations must comply fully with the “Policy Procedures for Sponsored Student Organizations” online at policies.cua.edu. As a reminder: Groups should **not invite** panelists or speakers to visit until the event, space, and specific speakers have been confirmed. All forms must be complete in order for them to be processed for approval.

Food or Catering Orders

Complete the **Food Order Form** and submit to the Office of Student Life and Special Events in Suite 341 or to kingra@law.edu

- Food orders should be placed *at least* one week in advance
- Food orders can range from pizza, cookies, and soda at student meetings to a display of hot or cold hors d'oeuvres for a larger style reception
- For larger events, we suggest setting up a meeting to discuss menus, budget and logistical plans well in advance
- If the food order is from an approved outside vendor (i.e. Pizza Boli's or Lawson's) please make arrangements to pick it up from the SLSE office fifteen minutes prior to the event/meeting

Food in Rooms

Food is not allowed in the Slowinski Courtroom.

At the conclusion of your event, please be sure to leave the space as you found it, as there may be a class meeting in that room immediately following your event.

Therefore, please...

- Dispose of ALL trash
- Place pizza boxes/plastic platters in a trash can outside of the classroom to eliminate food smells
- Empty and throw away the ice bucket
- Leave any unused drinks, plates, or cups on the cart
- Return the black cart to Suite 341 (if we are open) or to the kitchen in the foyer of Rm 217

For catered receptions, please be sure to guard the food after it has been set up. Students who are not attending your event may begin eating the food before your event starts, in which case there may not be enough for your guests.

Average Catering Cost Estimates *(All prices are subject to change)*

BEVERAGES: Soda or Water (you will not be charged for any returned unused beverages)	\$0.35 / can or ½ pint water bottle
PIZZA: Pizza Boli's (plus an additional 15% gratuity)	\$6.99 / large 1 topping \$14.99 / large veggie
SANDWICHES: Available from Aramark or Lawson's (delivery charges of \$10 - \$20 may apply)	\$7.00 - \$13.00 / serving
SIMPLE RECEPTION OPTIONS: Cheese and Crackers Vegetable Crudit� Hot Spinach and Artichoke Dip with Tortilla Chips Hummus with Pita Chips Cookies/Brownies	\$3.99 / serving \$3.99 / serving \$3.99 / serving \$3.99 / serving \$1.79 - 3.99 / serving

Serving Alcohol

Approval must be granted by the SLSE office in order to serve alcohol. Due to University policy, a bartender must be present (approx. \$180 for 4 hours). Kegs will only be approved for major events. Alcohol is only served during the week at high profile events with a good number of alumni in attendance.

Budget Concerns

Food Orders

Once we receive an invoice from the caterer, we will automatically charge it to your student organization budget account. A copy of the invoice will be given to your student organization treasurer.

Reimbursement

- **Receipts:** Using the *Reimbursement Request Form* you may request reimbursement only for organization-related expenses such as office or bulletin board supplies* and for items related to your service projects. Prior approval from SLSE is required for reimbursement of restaurant charges. All expenditures must be supported by an original receipt or invoice. Submit the completed Reimbursement Request Form and original receipt or invoice to SLSE and keep a copy for your student organization treasurer. Please allow at least 3 weeks for a request to be processed and a check to be issued.

**If you plan to order supplies for your student organization through Staples, please let Patty Davila know at Davila@law.edu. The University has a discounted rate on all products and free next day shipping with Staples.*

- **Gift Cards:** The University WILL NOT reimburse funds used to purchase Gift Cards.
- **Payments made with a personal check:** A copy of both sides of the canceled check or the original cancelled check is required for reimbursement.
- **Email Patty Davila at davila@law.edu if you have any questions regarding reimbursements.**

Fundraising

Fundraising is encouraged and can be an excellent method of managing unforeseen expenses. Student groups that seek to raise money must be consistent with the university's mission and are subject to approval by SLSE. You are not allowed to conduct raffles nor seek sponsorship from bars or organizations that do not support the mission of the university. To be approved, your organization must set up a meeting with Joan Vorrasi to discuss fundraising efforts.

In most cases in which goods are sold for fundraising purposes, the student organization is required to collect sales tax. Please check with our office to determine the appropriate amount of tax to collect.

Cashboxes

Cashboxes are available in our office for use during fundraising activities. Please be sure to keep a cash log to record incoming cash. Make sure to have change for each activity. Set prices that will enable you to give out change easily. The cashbox should be checked in and out of our office on a daily basis. If you need us to give you an advance "bank" of small bills or change, please let us know in advance.

Co-Sponsoring an Event

Student organizations are encouraged to find co-sponsors for an event which increases visibility, attendance and reduces costs. Please feel free to discuss this option with the SLSE staff.

Gifts for Speakers

If you plan to give a gift to your guest speakers as an acknowledgment for their contribution to your event/program, the gift must be branded with the CUA or Law School name/logos. Contact SLSE for more information.

Advertising for Events

It is expected that you submit a flier for the event (in Word or Publisher) to the Office of Student Life and Special Events no later than one week in advance for approval (kingra@law.edu). Please indicate in your email which of the following ways you would like to advertise for your event:

HeadNotes: Information for *HeadNotes* should be submitted electronically to Rachel Porter at Kingra@law.edu by the end of the day on Wednesday for the Friday edition. Documents should be in Word or Publisher. After your flier has been submitted and approved for HeadNotes, it can also be placed on the web calendar, Facebook, and CUA Law Webpage (some restrictions apply).

Video Display Terminals (VDTs): All student groups are invited to post information regarding meetings, events, and deadlines on the VDTs throughout the building. You are also welcome to submit photographs from your event to run as well. All notices must be submitted via email to the Office of Student Life and Special Events to kingra@law.edu. We generally post information on the VDT for a maximum of 3-4 days. Please do not request that we post information on the VDT for events which have not yet been confirmed.

Large Posters on Easels: If you would like to order an enlarged poster of your flier, please note that it can take up to 3 days to be printed and the cost is \$9 or \$12 (which will be charged to your student organization). The Office of Student Life and Special Events has easels, poster boards and markers for your use. All posters on display in the Atrium need to be stamped by our office. Since the demand for easels and poster space is limited, please limit your poster display to a maximum of one week. Easels should be returned to our office promptly so they can be given out to another group.

Bulletin Boards: There are several bulletin board areas located throughout the building. Each is assigned for its own specific type of information. Many offices have boards located outside their offices (i.e., Financial Aid, Clinical Programs, etc.). No student group posters may be placed on a board designated for either administrative or faculty use. You may hang fliers on the bulletin boards located in the locker area. The board directly above the student mail folders is reserved for timely information regarding upcoming events and deadlines of interest to all students. While all groups may post information on this board, everything posted must be approved and stamped by the Office of Student Life and Special Events, Suite 341. Any flier appearing without the official stamp will be removed. Please do not use staples or tape on any board.

Student Organization Bulletin Boards: These boards are located around the outer edge of the student lounge and in the hallway leading to the parking garage. Every student organization has its own assigned section and posting on these boards is restricted to organization members only. In accordance with the University's policies on posting of notices, **all** notices must be stamped by the Office of Student Life and Special Events. Organizations are also welcome to post pictures from an event on these boards.

Additional Advertising and Promotional Opportunities

Copying: SLSE can work with the copy room to provide student groups with copies of fliers, notices, programs, etc. All requests for copying should come directly to SLSE in Suite 341.

Publicity Tables: Publicity tables in the student lounge must be reserved in advance (kingra@law.edu) and are handled on a first-come, first-served basis.

Student Mail Folders: Any materials distributed en masse to student mail folders must be approved in advance by SLSE.

Student Listserv: Information to be sent through the listserv should be sent to Patty Davila at davila@law.edu. The message will be sent if it contains information that will benefit students (for example: law school events/programs). There will be a limit to the number of messages you can send through the student listserv. We will send out one email invitation and one reminder. All submissions must be in a word format or text within a submitted email.

Inviting Alumni: Please see [Inviting Alumni to Events](#).

Public Affairs Office: The law school's Office of Public Affairs is interested in publicizing the activities of our student organizations to all appropriate audiences. Whenever possible, the director will attend an event in person, take photographs, and post a news item to the law school's Web site about it. Students are also encouraged to assume this role in the event that the public affairs office cannot attend. Please feel free to send an agenda, notes, photographs, and any other supporting information about a student organization activity to Tom Haederle (haederle@law.edu), 202-319-5438, for consideration for wider publicity. This may be done before or after the student organization's event.

PLEASE NOTE: No notices are permitted on walls or in phone booths. Any notice placed on a designated or open board without authorization will be removed. Notices posted with scotch tape will be removed. We ask that students remove their own posters and fliers immediately after the date of the event.

Inviting Alumni to Events

The Office of Development and Alumni Relations is happy to work with student organizations on fundraising initiatives, choosing suitable speakers or presenters, or other efforts to reach out to alumni. If your organization is interested in working with them, please contact their office as early as possible at 202-319-5010 or in Suite 339.

The Alumni office can certainly offer advice and guidance in developing your plans but programs and events need to be approved by your faculty advisor as well as the Office of Student Life and Special Events. Please keep in mind that the Alumni office sends out numerous communications by mail and email each month. They also plan many alumni events throughout the academic year. The

earlier they can discuss your plans with you, the easier it will be to incorporate them into their larger calendar of activities.

Audiovisual Support Requests

Please consider your audiovisual needs when making a room request. The Media Services Department needs to get your support needs on their schedule. To do this please contact Greg Stack in room 235D (stack@law.edu or 202-319-6254) of the library or David Luce at the library circulation desk (luce@law.edu 202-319-6294).

Parking

Please contact the Office of Student Life and Special Events for all parking needs or requests. Please assist your guests with transportation to and from the law school (see *Directions to Columbus School of Law*) and arrange for someone to greet them as they arrive.

Hotel Accommodations

University policy prevents us from blocking rooms at area hotels. It is wise to book accommodations for your guests well in advance. Listed below are just few of the many area hotels.

- Courtyard Washington, DC/U.S. Capitol 202.898.4000
- Dupont Hotel 202.483.6000
- Embassy Suites 202.362.9300
- Marriott Metro Center 202.737.2200
- Marriott Wardman Park 202.328.2000
- Park Hyatt Washington 202.789.1234
- Phoenix Park 202.638.6900
- Quality Inn and Suites 301.276.1000
- Renaissance Mayflower 202.347.3000
- St. Gregory Hotel & Suites 202.530.3600
- U of MD Marriott (UMUC) 301.985.7300

FAQs

How can I find a speaker for my event?

First, speak to your Faculty Advisor. The SLSE staff is also available to discuss potential speakers for your event. Student organizations wishing to host a program on a specialized career opportunity should contact OCPD before planning their event.

Contact the following offices:

Faculty Advisor

Student Life and Special Events at 202-319-6126 or visit Suite 341

Career and Professional Development at 202-319-5132 or visit Suite 163

Development and Alumni Relations at 202-319-5010 or visit Suite 339

How do I start a new student organization?

If you are interested in starting up a new organization that is not listed on the current [List of Student Organizations](#), contact Joan Vorrasi, Director of Student Life and Special Events at vorrasi@law.edu or visit Suite 341.

What are some sample menus for a reception and a student group meeting?

Group Meeting (1): (Approx. \$7-15 per person)

- Assorted Sandwich Platter
- Chips
- Cookies
- Soda/Water

Group Meeting (2): (Approx. \$3-5 per person)

- Pizza
- Soda/Water

Small Reception: (Approx. \$5-10 per person)

- Domestic Cheese Display with Heavy Fruit Garnish, Crackers and Flatbreads
- Fresh Vegetable Crudité Display with Ranch Dip
- Hot Spinach and Artichoke Dip with Pita Chips
- Soda/Water

Large Reception: (Approx. \$20-30 per person)

- Domestic Cheese Display, Assorted Crackers
- Fresh Vegetable Crudité Display with Ranch Dip
- Hot Spinach and Artichoke Dip with Tortilla Chips, Sour Cream, Salsa and Guacamole
- Antipasto Skewers with Artichoke, Roasted Red Pepper, Sweet Sausage and Basil
- Chicken Wellington
- Barbeque Meatballs
- Assorted Mini Cheesecakes
- Flower Centerpiece
- Linen
- Wine, Beer, Soda, Water
- Bartender and Waitstaff

Where can I get supplies for an event?

Stop by the Office of Student Life and Special Events in Suite 341 to see if we have what you are looking for in stock. If approved by your student organization treasurer, you may also be able to purchase the supplies and submit the receipt for reimbursement. See [Budget Concerns](#).

Contact Us

Office of Student Life and Special Events

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