



EVENTS DEPARTMENT

presents

Making Your Program a Success

Quick Guide to Plan Events at the School of Law

This guide will assist you in planning and presenting a successful meeting, activity, lecture, conference or symposia.

Our first priority is to make your event a success through careful preparation and efficient execution.

This brochure will guide you through the entire process.

A. Getting Your Event Approved and On the Calendar

Step 1 - School of Law Room Reservations (for meetings)

All students, faculty and staff who are planning an event that requires the use of a classroom or the courtroom **MUST** fill out a room reservation request form.

Room requests must be submitted using the ROOM RESERVATION FORM. The form can be found on-line at <http://law.slu.edu/forms/roomrequest/index.html>. Please fill out the form completely.

Step 2 - Room Reservation Approval Checklist

- ✓ The Events Department will check the calendar for room availability and get back to you within 24 hours. If students have any questions, please contact Julie Orr at 977-7074 (jorr5@slu.edu). If faculty and staff have any questions, contact Dianne Morris at 977-2789 (morrisd@slu.edu). If faculty or staff have class location changes, contact Dana Underwood at 977-3326 (underwood@slu.edu)
- ✓ Requests must be received by noon on Wednesday the week prior to the event. (For example: A program that is scheduled the week of October 18 should be requested by noon on Wednesday, October 13.) **Last minute requests cannot be accommodated.**
- ✓ Student room reservations will not be accepted more than 30 days in advance.
- ✓ Any student organization using SBA or School of Law funds must fill out the Event Approval Form prior to the event (see III. Funding Sources in the Student Organization Handbook).
- ✓ The event is not confirmed and cannot be advertised until all necessary forms have been completed and returned. **Any student organization planning an event beyond a regular meeting that requires planning and coordination must first fill out the EVENT APPROVAL FORM.** See the Student Organization Handbook for more information.
- ✓ Please request attendees to R.S.V.P. especially when food is being served. This will help in our efforts to reduce waste.
- ✓ Organizations are responsible for cleaning up after the meeting/event and returning the room to its original setting.
- ✓ Students should not schedule organizational meetings that conflict with any School of Law scheduled event without prior approval from the School of Law Events Department, 977-2789.
- ✓ No class will be moved to accommodate an event.

B. Events Requiring Detailed Planning

(Conferences, Symposia, Lectures and Social Events)

Step 1 - Submit Idea

(Required for Faculty and Staff Only)

For the purposes of planning and budget, submit your idea to hold a conference to Associate Dean for Administration Denise Woods, 977-2761 (woodsdm@slu.edu) - Queen's Daughters Hall, Rm. 222 by March 1 for events to be held in the following school year.

You will be notified by the Associate Dean for Administration to proceed to Step 2 for the budget process to begin.

Step 2 - Prepare a Budget

(Required for Students, Faculty and Staff)

Estimate Cost of Event with Events Coordinator

Contact the Events Coordinator Dianne Morris, 977-2789 (morrisd@slu.edu) - Queen's Daughters Hall, Rm. 229 to make an appointment and begin the budget process.

The Events Coordinator will work with you to identify the following information:

IMPORTANT

✓ SAVE THE DATE

The date is dependent on approval and School of Law scheduling. Once approved, the date and location of the event will be secured on the Room Reservation calendar and the Events Coordinator will notify the Office of Communications to add to the School of Law calendar.

ESTIMATES AND INFORMATION NEEDED:

- ✓ Annual Event or One-Time Event
- ✓ Conference/Lecture Title
- ✓ Conference Director/Contact Person
- ✓ Expenses
 - X Airfare
 - X Food/Beverages
 - X Lodging
 - X Honorarium
 - X Expected Attendance
 - X Desired Venue
 - X IT needs/costs
 - X Printing/Advertising/Postage (quantities needed)
 - X Rentals (tables, chairs, etc.)
 - X University Costs (security, parking, special cleaning)
- ✓ Identify Audience
- ✓ Number of Speakers/Participants for Whom the School of Law Will Pay
- ✓ Registration Fee (if any)
- ✓ CLE Credit (if any)

NOTE: The conference director's secretary will be responsible for providing secretarial support for the conference/lecture and will work closely with the Events Coordinator in preparing the conference (e.g., securing travel arrangements, preparing mailings, etc.). Student Organizations will work directly with the Events Coordinator.

Step 3 - Budget Approval

When you have completed the budget for the conference, submit it to the Associate Dean for Administration. When your budget is approved, the detailed planning can begin.

Step 4 - Appointment with Events Coordinator

(at least 12 weeks prior to event)

The Events Coordinator, Dianne Morris, 977-2789 (morrisd@slu.edu) will contact you to set up an appointment to discuss the specific details of your event. The office is located in Queen's Daughters Hall, Rm. 229.

You will want to discuss the following:

- ✓ Airfare/Lodging Needed for Lecturer/Participants in Conference
- ✓ Hotel arrangements (Water Tower Inn, the University hotel, is only option unless unable to accommodate dates.)
- ✓ Confirmation of Date/s
- ✓ Specific Time of Lecture or Conference Events (draft agenda)
- ✓ CLE Credit (if any)
- ✓ Food Service Needs (discussion of pricing, caterers to be used)
- ✓ Printing/Mailing Needs
- ✓ Space Allocation
- ✓ Technology needs (audio, video, presentation equipment)
- ✓ Transportation (ground and airport pickup)
- ✓ Review of University Departments to be Contacted by the Events Coordinator

NOTE: DO NOT SIGN CONTRACTS. Only authorized University officials can sign off-campus vendor contracts.

Step 5 - Appointment with the Office of Communications (at least 12 weeks prior to event)

After meeting with the Events Coordinator, the Coordinator will direct you to the Assistant Dean for Communications, Kathleen Parvis, 977-7248 (parvisk@slu.edu) to plan your design/printing/mailing/publicity needs. The office is located in Queen's Daughters Hall, Rm. 320B.

You will discuss:

- ✓ Design/Printing Needs
(e.g. graphics, postcards, programs, etc. – quantity estimates, budget allotment and due dates needed)
- ✓ Publicity Options Available
- ✓ Invitations/E-mail Announcements - Dates (Lists to specific groups)
- ✓ Internal Communication Options (School of Law Web calendar, Plasma Screen, LawNews)
- ✓ Event Web Site Option
- ✓ Photography Needs
- ✓ Event Fees/CLE Credits (need if listed on materials)

The writing, design, event Web site production, proofing and printing of all materials will be handled by the Office of Communications.

The Office of Communications will provide a list of communication details to the Events Coordinator, including the vendor and cost, if applicable.

Step 6 - Appointment with IT department

(at least 6 weeks prior to event)

After meeting with the Events Coordinator, the Coordinator will direct you to our IT Director, Jim Lapointe, 977-4071 (jlapoint@slu.edu) The IT director's office is located in Omer Poos Law Library, Rm. 242.

You will discuss:

- ✓ Presentation Equipment (computers, podium, mics, etc.)
- ✓ Business Center for Visitors (if needed)
- ✓ Other Technology Needs (a/v recording – live feeds only available from Courtroom)
- ✓ A/V Recording Policy and Release Form (<http://law.slu.edu/technology/recordingpolicy.html>) Audio/Video Recording request forms are required for the scheduling of any taping. Note: Advance notice is required. Because taping sessions may coincide with one another, if advance notice is not given, some events may not be recorded.

The IT Department is responsible for the placement and operation of all multi-media equipment.

The IT Department will provide a list of technology needs to the Events Coordinator, including the name of the individual responsible for the operation of all IT equipment for the day of the event.

Step 7 - Final Meeting with Events Coordinator

(three weeks prior to event)

This meeting will confirm all details are in place for the event including: printing/advertising, speakers' itinerary, hotel accommodations, number of registrants, schedule of events, food, space, room set-up, technology needs, University involvement (including housekeeping, maintenance, public safety and parking services) and any special needs you may require.

The Events Coordinator will have knowledge of every component of the conference/lecture/event and will coordinate all details.

If for any reason your event is cancelled, please notify the Events Coordinator immediately. She will inform all departments involved.

Your input is vital
to the success of any event.

Your early involvement with the following departments
at Saint Louis University School of Law
will ensure your event is a success.

Office of Administration

(Second Floor of Queen's Daughters Hall, Rm. 222)

Events Department

(Second Floor of Queen's Daughters Hall, Rm. 229)

Office of Communications

(Third Floor of Queen's Daughters Hall, Rm. 320B)

IT Department

(Omer Poos Law Library, Rm. 242)