Establish a Budget
- Set a budget within preapproved amount. Keep itemized receipts verifying payment.
- All money received from ticket sales, etc. must be deposited the same day or as soon as possible in Student Finance and Records. The deposit form is available online here: http://law.rwu.edu/campus-life/student-organizations/student-bar-association/forms

Fundraising and Soliciting Donations
- DO NOT ask local businesses for donations without pre-approval.
- All raffles must be approved by the Assistant Dean of Students and approval will only be granted in extraordinary circumstances. You must allow at least 45 days for approval.
- Soliciting donations at an event (i.e., collecting donations to support Breast Cancer research) is acceptable, but all money collected must be deposited through Student Finance and Records using the SBA Deposit form, available online here: http://law.rwu.edu/campus-life/student-organizations/student-bar-association/forms

Location is Everything
- When reserving space at the School of Law, the Law Space Request Form must be filled out completely and submitted to the Office of Programs & Events via the online form. Find the form at: http://law.rwu.edu/law-space-request
- Use the online calendar to check for room availability and event conflicts. Use the “Today’s Events” link from the law school home page and filter by date on the right-hand side. You must also check the law classes schedule by filtering on the right-hand side.
- Filling out the form is not a confirmation of space. Do not advertise the location before an email confirmation is received. Please allow up to two business days for a space confirmation.
- Requested times may not be available or event start times may be shifted to avoid event conflicts and to maximize event attendance. Some dates may be unavailable due to high-profile events.

Event Catering through the Office of Programs & Events
- Campus catering requests are processed through the Office of Programs & Events and must be received two weeks before the event.
- Student groups can arrange for outside catering (i.e., Leo’s) directly or may ask for assistance from the Office of Programs & Events.
- Verification of approved budget (an email from the SBA Treasurer) will be required.

Alcohol at Event
- Alcohol Beverages Policy Approval Form is required regardless of location of event or who is providing the alcohol. Find the form at: http://rwu.edu/sites/default/files/alcohol-policy-form-rwu-sol.pdf
- Submit the Alcohol Beverages Policy Form to Assistant Dean of Students two weeks prior to event.
Media Services
- Media Service equipment requests should be made at least 48 business hours before the equipment is needed and that requests for video services be made at least one week before the event. Online requests may be made: [http://www.rwu.edu/about/university-offices/media-services/requests](http://www.rwu.edu/about/university-offices/media-services/requests)

Contracts and Agreements with Vendors (DJs, Karaoke, Photographers)
- Students may NOT sign contracts!
- Agreements with vendors require pre-approval and contracts. Contact Business Services or Office of Programs & Events for details on the process as soon as possible.
- All vendors and entertainers must have a contract. If your vendor/entertainer does not have a contract, please have them fill out a Standard Engagement Contract, available online at [http://law.rwu.edu/calendar/event-planning](http://law.rwu.edu/calendar/event-planning)
- Pre-approval for contracts require a minimum of three weeks to process. Check with Business Services or Office of Program & Events if a contract is required.

Speakers and Speaker Gifts
- Consider whether a speaker gift is appropriate (and within your approved budget).
- The Office of Office of Programs & Events has specific speaker gifts. Email lawevents@rwu.edu for speaker gift options and requests.

Event Publicity
- A RWU Law space confirmation must be received before an event may be publicized, speakers confirmed, etc.
- Post a flyer on law school bulletin boards. Include contact information for the sponsoring group.
- Send to SBA President for inclusion in the weekly all law students email.
- Post your event on the Event Display Screens by providing a PowerPoint slide for the event to lawevents@rwu.edu no later than five (5) days before the event. The email should clearly indicate in the subject line the date of the event and the following: “PP Slide – Event Display Screen”. Professional headshots, photography, and/or logos are encouraged.

After your Event
- Submit an Event Success Form and a SBA Reimbursement Form with original, detailed receipts verifying payment to the SBA Treasurer within 5 days. Forms are available online here: [http://law.rwu.edu/campus-life/student-organizations/student-bar-association/forms](http://law.rwu.edu/campus-life/student-organizations/student-bar-association/forms)
- Follow the reimbursement process outlined by the SBA to avoid delay!
STEP 1:

**Upcoming Events**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUG 13</td>
<td>Incoming Student Orientation 4:00 pm - 6:00 pm Second Floor Atrium</td>
</tr>
<tr>
<td>AUG 14</td>
<td>Incoming Student Orientation 9:30 am - 4:00 pm Various Locations</td>
</tr>
<tr>
<td>AUG 15</td>
<td>Incoming Student Orientation 8:30 am - 12:30 pm Various Locations</td>
</tr>
<tr>
<td>AUG 19</td>
<td>Clinic Orientation Day All Day Law Clinics - Metro Center - 150 Washington St., Providence, RI</td>
</tr>
<tr>
<td>AUG 20</td>
<td>Upper Division Student Orientation Session (Mandatory for Returning Students) 12:00 pm - 1:00 pm Room 283</td>
</tr>
</tbody>
</table>

*Click Here*

STEP 2:

*The system will default to Today’s Events.*

*This will list all School of Law events taking place on a certain day.*

*The listing does not include classes.*
STEP 3:

Viewing School of Law classes can be completed by selecting the Law Classes Filter.

STEP 4:

If you wish to view space availability, select Locations at the upper left-hand side. Select your date. Select the Roger Williams University School of Law filter.

Step 4.A. Select Locations.

Step 4.B. Select Filter.
We are happy to assist with student event planning.
Please call or email to set up an appointment.

Office of Programs & Events
Chelsie Horne, CMP – Executive Director
Charlotte Ferris – Program Coordinator

Suite 284 – School of Law 2nd Floor – 401-254-4659 – lawevents@rwu.edu