

# ***Student Organization Event Planning Guide***

## ***Use this to Guide Your Event Planning Purposes***

### **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>

## **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>
- 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](mailto: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](mailto: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>
- Follow the reimbursement process outlined by the SBA to avoid delay!

## **STEP 1:**

### Upcoming Events



AUG **Incoming Student Orientation**

**13** 4:00 pm - 6:00 pm  
Second Floor Atrium

AUG **Incoming Student Orientation**

**14** 9:30 am - 4:00 pm  
Various Locations

AUG **Incoming Student Orientation**

**15** 8:30 am - 12:30 pm  
Various Locations

AUG **Clinic Orientation Day**

**19** All Day  
Law Clinics - Metro Center - 150  
Washington St., Providence, RI

AUG **Upper Division Student Orientation**  
**20** **Session (Mandatory for Returning Students)**

12:00 pm - 1:00 pm  
Room 283

[Events Calendar »](#)

[Today's Events »](#)

[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.*

[Events](#) [Locations](#) [My Requests](#) [My Workflow](#)  
[What's Hot](#) | [By Date](#) | [Catalog](#) | [My Reminders](#)

### ◀ Events for Friday Oct 17 2014 ▶

Start	End	Event	Location
07:00 PM	08:30 PM	Law Student/Faculty Jeopardy (Event)	LAW*279, LAW*283

All times are local for Eastern Time, U.S.A. (Eastern), Canada (Eastern), Bahamas, Haiti, Turks & Caicos.  
Questions? Comments? **Please contact the Webmaster**  
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### STEP 3:

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

Roger Williams University

Event Quick Search

Name

Starts With

Go

Day Week Month

October 2014

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

Go to Today

Filters

- All
- Academic Classes
- All Catering 30 days
- All Events (Excluding Classes)
- Athletic Events
- Baypoint Conference Center Events
- CEOC
- Feature Student Events
- Global & International Events
- Law Classes
- Law Events
- Student Events/Meetings

### 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.

Events Locations My Requests My Workflow

By Date | By Name | Map

Step 4.A. **Select Locations.**

Step 4.B. **Select Filter.**

Day Week Month

August 2014

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Go to Today

Filters

- All
- Baypoint Inn and Conference Center
- Campus Recreation Center
- Feinstein College of Arts & Sciences
- Gabelli School of Business
- Global Heritage Hall
- Main Library
- Marine & Natural Sciences Center
- Mary Tefft White Cultural Center
- North Campus Residence Hall
- Performing Arts Center
- Providence Metro Center
- Roger Williams University School of Law
- School of Architecture
- School of Engineering

















### Step 4.C. Sample of Space Availability.



Events **Locations** My Requests My Workflow  
By Date | By Name | Map

#### ◀ Events for Monday Aug 18 2014 ▶

View as a grid

Location	Start	End	Event
 ED*030			
 ED*059			
 LAW*033	01:00 PM	02:50 PM	<b>Law.610.A1</b>
 LAW*244			
 LAW*256			
 LAW*262	11:30 AM	12:30 PM	<b>S.B.A. Leader Meeting</b>
 LAW*268A			
 LAW*268B			
 LAW*268C			
 LAW*268H			
 LAW*276			
 LAW*279			
 LAW*280			
 LAW*283			
 LAW*285	09:00 AM 03:30 PM	10:15 AM 04:45 PM	<b>Law.600.A</b> <b>Law - 1I Make-up Classes</b>
 LAW*286	09:00 AM	10:15 AM	<b>Law.623.B</b>

*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 2<sup>nd</sup> Floor – 401-254-4659 – [lawevents@rwu.edu](mailto:lawevents@rwu.edu)*