

# Roger Williams University School of Law

## Event Planning Guide for Student Organizations

### EVENT AND BUDGET APPROVAL

*Was a budget for this event approved by the SBA either in Budget Meetings or by an individual allocation request?*

- All student organization expenses must be preapproved by the SBA. Please be in touch with the SBA Board with questions about the budget approval process.
- Please note that the SBA does not cover alcohol. Groups may request bar services, but a cash bar is required.
- Stay within the **preapproved amount**. Students will not be reimbursed for over expenditures not preapproved by SBA.
- Paper goods (plates, cups, and napkins) and speaker gifts are provided by the SBA and do not need to be included in your event budget requests.

### EVENT DATE AND LOCATION

*Have you set a date for your event? Have you booked a room on campus?*

- Check for conflicts with large events using the [online calendar](#). Important - This is not a full listing of room availability.
- Submit a [Law Space Request Form](#) to request space. Double check the form to ensure that it is accurate and complete before submitting.
- **NOTE: Filling out the form is NOT a confirmation of space. DO NOT start advertising your event until you have received a confirmation by email.**

### EVENT PUBLICITY AND ADVERTISING

*What methods will you use to advertise your event to students?*

- Post event flyers on law school bulletin boards. You can order posters and color copies through the [Copy Center](#). Use GL # 13-8225101-61002-2 on your [Copy Request Form](#) to charge event flyers directly to the SBA.
- Email details of your event to the SBA to be included in the weekly SBA email. Send information to [sba@g.rwu.edu](mailto:sba@g.rwu.edu) by 6pm on Sunday.
- Advertise on the TV event display screens by sending a PowerPoint slide (PDF) to [jrdallaire@rwu.edu](mailto:jrdallaire@rwu.edu) at least five business days before your event. The subject line of the email should clearly indicate “PP Slide- Event Display Screen” and your student organization name. Logos, pictures, and headshots are encouraged.
- Have your class reps post your event on the RWU Law Class Facebook pages.
- If you’d like to invite faculty/staff, please send an email to Jill Dallaire, [jrdallaire@rwu.edu](mailto:jrdallaire@rwu.edu) or your faculty/staff advisor.

## EVENT CATERING AND ALCOHOL

*Will there be food or alcohol served at your event? Preapproval is required for all events with any alcohol.*

- An [Alcoholic Beverage Form](#) must be completed for any event where alcohol will be present. Submit form to Jill Dallaire **two weeks** prior to the event. **All events must comply with the RWU's [Alcohol Policy](#).**
- For food orders, you can use RWU Catering by **Bon Appetit** or outside catering of your choice.
  - **Campus Catering:** Submit a catering request to Jill Dallaire **two weeks** before event date. Please make sure the SBA treasurer has sent your **groups pre-approved** amount to Jill before ordering.
  - **Off-campus Catering:** You can order food from off campus restaurants. You can pay for the order and seek reimbursement or you can use the RWU Credit card – see below for details.

**Important - Do NOT pay tax!!** Be sure that outside caterers do NOT charge tax as part of your order. RWU is tax exempt RI, MA, NJ, NY, IL, FL, MO. Please let vendors know when purchasing that tax should not be charged.

## PAYING FOR EVENTS & USE OF RWU CREDIT CARD

*Students are encouraged to **use the school credit card** for all purchases. Please follow this process when paying for expenses personally or on the RWU credit card.*

- Student groups are encouraged to use the RWU credit card for approved event expenses. Follow these important steps **to use the RWU credit card:**
  - 1) Credit card usage must be pre-approved by the SBA treasurer by email. This email should be sent to Jill Dallaire at [jrdalliare@rwu.edu](mailto:jrdalliare@rwu.edu).
  - 2) The credit card must be used in the Assistant Director of Student Life's office (payment is provided by telephone). See Jill Dallaire in room 223 to use the card. You will complete a Card Authorization Form in the office that details the transaction.
  - 3) Confirm that the vendor is NOT charging tax. RWU is tax exempt. Please let vendors know when purchasing that tax should not be charged.
  - 4) Itemized receipts must be submitted to Jill Dallaire immediately following the event.
- While students are encouraged to use the RWU Credit card, you may need to seek reimbursement for any **out-of-pocket expenses** by following these steps:
  - 1) Submit an [Expense Reimbursement Form](#) to the SBA Treasurer. Fill out the form accurately and entirely and attach any relevant receipts. Electronic (email) submission is preferred. Please note that RWU can NOT reimburse for any tax.
  - 2) Please allow two (2) weeks to be reimbursed. Direct deposit is the quickest way to receive reimbursement, you can sign up online [here](#).
- Payments by check: Use an [Expense Reimbursement Form](#) to request payment by check. An [IRS Form W-9](#) is required for all vendors. Submit the form and supporting documents to the SBA Treasurer.

## MEDIA TECH AND ZOOM WEBINARS

*Does your event require any media technology or audio-visual support?*

- Determine what kind of equipment you will need. Keep in Mind: This may also affect what room you use for your event.
- Make a request to [MediaTech](#) as soon as possible and at least forty-eight (48) hours before your event. Request for video services must be made one week prior to your event. MediaTech may also be available to provide information and training on classroom technology.
- If you plan to host a Zoom webinar (not a Zoom meeting), please contact [Dean Raquel Ortiz](#) in the law library for information and assistance at least TWO weeks before your planned event date. Do not advertise your event as a webinar until she has confirmed your chosen date with you.

## SPEAKER GIFTS

*Are you having a guest speaker at your event?*

- The SBA buys speaker gifts in bulk at the beginning of each school year. You are **NOT** required to include speaker gifts in your budget/event requests.
- Email [jrdallaire@rwu.edu](mailto:jrdallaire@rwu.edu) to request a speaker gift within one week of your event. In the email request, please include your organization's name and who will receive the gift. You can pick up the gift in the SBA office, or arrange for a gift to be mailed to remote guests and presenters.
- Gifts are not for giveaways or prizes for students.

## CONTRACTS & AGREEMENTS WITH VENDORS

*Do you plan on hiring a DJ, a photographer, or renting something for your event? Has a vendor requested a contract for their services?*

- Students groups **MAY NOT** sign contracts with vendors.
- The contract's company/organization name should be: **Roger Williams University School of Law/SBA.**
- All contracts and agreements must be **processed through Jill Dallaire.** Pre-approval for contracts requires a minimum of three (3) weeks.
  - If the vendor has their own standard agreement, email it to [jrdallaire@rwu.edu](mailto:jrdallaire@rwu.edu) at least **three weeks** prior to your event for review and approval. An IRS Form W-9 is required for all vendors.
  - If the vendor/entertainer does not have their own standard agreement, please have them complete a [Standard Engagement Form](#). A separate agreement is used for [Food Truck Vendors](#). An [IRS Form W-9](#) is required for all vendors.

## TICKET SALES, FUNDRAISING & SOLICITING DONATIONS

*Will proceeds of this event be donated to charity? Are you fundraising for something for your group? Will you be charging admission for your event?*

- Preapproval is required to solicit donations from non-RWU businesses.
- Raffles and games of chance (gambling) are **prohibited**. Door prizes are allowed with prior approval of the Assistant Director, Student Life.
- **All money collected from ticket sales and other activities must be deposited within one business day** in the Office of Student Finance and Records using the [SBA Deposit Form](#). If proceeds from an event are to be donated to a charity, Students must be advised before purchasing tickets where proceeds are being donated.
- To process a payment/donation to an outside charity, a [Payment Request Form](#) must be completed with the following information:
  - Charity name and address
  - W-9 form for the charity
  - Short letter from the group/SBA to go along with the check (must be submitted with the payment request)

## AFTER THE EVENT

*Has your event just ended? Now what?*

- Submit an [Event Success Form](#). If an Event Success Form is not submitted to the SBA, your event will not be considered for a Student Organization Award.
- Don't forget to submit all receipts immediately following your events! Submit any requests for payments or reimbursements within 48 hours.

## RESOURCES

**SBA President, Kiron Ireland**

[sbapresident@g.rwu.edu](mailto:sbapresident@g.rwu.edu); [kireland066@g.rwu.edu](mailto:kireland066@g.rwu.edu)

**Associate Dean of Student Life & Operations**

**Lorraine Lalli**

[llalli@rwu.edu](mailto:llalli@rwu.edu)

401-254-4647

**SBA Treasurer, Linda Cowen**

[sbatreasurer@g.rwu.edu](mailto:sbatreasurer@g.rwu.edu)

**Assistant Director, Student Life**

**Jill Dallaire**

[jrdallaire@rwu.edu](mailto:jrdallaire@rwu.edu)

(401)254-4647