

Roger Williams University School of Law

Event Planning Guide for Student Organizations

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

- Stay within the **preapproved amount**. Students will not be reimbursed for over expenditures not preapproved by SBA.
- **Do NOT pay tax!** RWU is tax exempt in the following states: RI, MA, NJ, NY, IL, FL, MO. Please let vendors know when purchasing that tax should not be charged. Copies of tax-exempt documentation can be found in the Dean's Suite.
- You **MUST** have an **itemized receipt** for all expenses, even if using the school credit card. It is helpful to take a picture of the receipt in case it is lost. That can be used for reimbursement as well.

USE OF RWU CREDIT CARD - *Students are encouraged to **use the school credit card** for all purchases. Please follow this process.*

- Credit card usage **must be pre-approved** by the SBA treasurer by email.
- **Card Authorization Form** must be completed. A hard copy of this form is at the desk of Jill Dallaire.
- The credit card **must be used in the Dean of Students Office** (payment is provided by telephone). See Jill Dallaire to use the card.
- **Itemized receipts** must be handed in to Jill Dallaire immediately following the event. Groups that do not submit receipts will no longer have access to the school credit card.
- **Avoid cash** payments.

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 a flier** on designated law school bulletin boards.
- You can **order posters and color copies** through the [Copy Center](#).
- Email details of your event to the SBA President to be included in the **weekly SBA email**.
- Advertise on the **TV display screens** by providing a PowerPoint slide to lawevents@rwu.edu 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.
- **Post your event on Facebook**. Post only once a day leading up to the event. Ensure that all posts are compliant with the Law Student Code and Handbook.

EVENT CATERING - *Will there be food served at your event?*

- RWU Catering by **Bon Appetit** – Submit a catering request to the Office of Programs & Events **two weeks** before event date.
- **Outside Catering** – The Office of Programs and Events is available to help with outside catering. Request must be made at least three weeks prior to the event.
- You must have an email verifying the **amount pre-approved by the SBA** for catering.
- Students are encouraged to **use the school credit card** for all purchases.
- **Do NOT pay tax!** RWU is tax exempt in the following states: RI, MA, NJ, NY, IL, FL, MO. Please let vendors know when purchasing that tax should not be charged.

ALCOHOLIC BEVERAGES – *Will there be alcohol at your event, regardless of the location of the event or the alcohol provider.*

- An [Alcoholic Beverage Form](#) must be completed for any event where alcohol will be present. Submit form to Assistant Dean of Students **two weeks** prior to the event.
- **All events must comply with the [University’s Alcohol Policy](#).**

MEDIA TECH - *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 in which you have your event.

- Make a request to [Media Tech](#) 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.

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 lawevents@rwu.edu or stop by Suite 284 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.
- Gifts are not for giveaways / prizes for students.

CONTRACTS & AGREEMENTS WITH VENDORS - *Do you plan on hiring a DJ, a photographer, or renting something for your event?*

- All contracts and agreements must be **processed through Business Services or the Office of Programs & Events. Pre-approval for contracts requires a minimum of three (3) weeks.**
- Students groups **MAY NOT** sign contracts with vendors. The contract's company/organization name should be: **Roger Williams University School of Law/SBA.**
- If the vendor has his or her own standard agreement, email it to lawevents@rwu.edu or stop by Suite 284 at least **three weeks** prior to your event.
- If the vendor/entertainer does not have their own standard agreement, please have them fill a [Standard Engagement Form](#).

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 from the Assistant Dean of Students and the Development Office 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 Dean of Students.
- **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?*

- Ensure that you have gathered all itemized receipts, and if necessary, submit an Expense Reimbursement Form. Fill out the form accurately and entirely and tape any relevant receipts to a SEPARATE piece of paper and staple this paper to the reimbursement request form.
- Submit to the SBA Treasurer for approval, and please allow two (2) weeks to be reimbursed.
- 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.

RESOURCES

SBA President, Braxton Howard Medlin
sba@rwu.edu | bmedlin738@g.rwu.edu

SBA Treasurer, Brendan Goff
sba@rwu.edu | bgoff844@g.rwu.edu
In the Subject Line please include: "ATTN TREAS."

Dean of Students, Lorraine Lalli
llalli@rwu.edu
401-254-4647

Director of the Office of Programs & Events, Chelsie Horne
chorne@rwu.edu
401-254-4659