

Law Student Organization Event Planning Checklist

Initiating the Event:

- ☐ Contact Law Records Office (Emma Slippy) to request if desired date is available.
 - Be sure you have provided at least **21 days notice***.
- ☐ Once Law Records Office has confirmed the date, submit a Student Org Event Request Form.
 - If hosting an on-campus event, fill out On-Campus Event Request Form. If hosting an off-campus event, fill out the Off-Campus Event Request Form.
- ☐ Once Admin Services has provided approval, begin promoting event.

Promoting the Event:

- ☐ Social media (if your organization has accounts).
- ☐ Flyers
 - Get approval from Dean Van Essendelft
 - Get approval from Student Engagement
 - Once all approval is given, you may print off and begin hanging flyers.
 - Do not hang flyers anywhere that is not a designated push pin location.
 - If you intend to hang flyers in the Residence Halls, obtain additional approval from Student Engagement

Planning the Event:

If providing food (this would include Papa Johns, Chick-fil-a, or other chain restaurants):

- ☐ Obtain budget approval from Dean Walton
- ☐ Forward budget approval and details to Law Records Office

If catering instead (this would include full catering service):

- ☐ Obtain budget and catering provider approval from Dean Walton
- ☐ Forward budget approval and details to Law Records Office
- ☐ Forward approval to Purchasing Department for their approval
- ☐ Obtain a Certificate of Insurance from catering provider
- ☐ Discuss payment with Law Records Office

If fundraising during the event:

- ☐ Contact the Office of Advancement
 - Erin Flynn: eflynn@regent.edu, (757)352-4831, ADM 126

- ☐ Submit a Fundraiser Application (must be completed **90 days before*** funding is needed)
 - Use RoyalRaiser crowdfunding platform
- ☐ Once a fundraising application is approved, submit the on campus or off campus event request form to get final approval through Law, Student Engagement and Admin Services.

If sponsoring Law Chapel:

- ☐ Discuss with Chaplains about the days your organization will be hosting chapel
- ☐ Food requests **MUST** be submitted **by 10am on the Tuesday preceding your assigned chapel**
- ☐ Submit all receipts to Emma Slippy within **7 days of the event***

If any tables, chairs, trashcans, etc. are needed:

- ☐ Contact Admin Services (Ryland Murphy) to request resources (**2 weeks before event date***)
 - \$50 late fee will apply if requested under two weeks
 - Create a diagram with Ryland for layout of event
 - Changes in setup will be accepted until 2 business days before event
- ☐ Rental costs are automatically billed to your account
- ☐ Before leaving event location, return area to original setup
 - All chairs/tables back to original positions
 - Housekeeping items free of debris or crumbs
 - Take out trash to the nearest dumpster
 - Turn off lights
 - Lock doors, if necessary

If using Square card services for your event:

- ☐ Email Ann Campbell with requested dates **2 weeks prior to the event***. Include cost center.
 - amccampbell@regent.edu, (757)352-4423
- ☐ If you require an iPad from IT Help Desk, have your faculty advisor or a Regent faculty or staff member request one on your behalf.
 - IT Help Desk is located on the 3rd floor of the Communications Building. You can contact them at helpdesk@regent.edu, (757)352-4076
- ☐ Pick up device from ADM 134. A quick training will be provided at time of pickup.
- ☐ Return device within **1 business day*** of Square use.

*Failure to abide by specified timeframes will result in consequences for org leadership. See Policies and Procedures for more information.