CHECKLIST FOR PLANNING EVENTS

PLANNING AHEAD:
If possible, start your planning 2 - 3 months in advance.

- Determine event goals and target audience.
- Set-up committee(s) and assign tasks.
- Go to the main calendar on the SLS home page and check for possible dates.
- Have your Calendar Administrator add the event on the on-line calendar and request space.
- Make a budget and communicate budgeted amounts with your guests speakers.
- Confirm all arrangements with speakers in writing.
- Choose a caterer (OSA can help if you need ideas).
- For large and/or complex events, meet with Holly and Megan in advance to help with planning.
- Register your event with CardinalSync if you:
  - Will serve alcohol
  - Need to use Eventbrite for ticket sales
  - Expect dignitaries (OSEP/DPS coordination)
  - Will be working with minors
  - Need a space outside of the law school
SECURE FUNDING:
Review the Student Organization Handbook for funding sources, deadlines and guidelines.

Submit Conference Funding Application if planning a conference or symposium 90 days before event. Funding application is on the Student Affairs website.

Groups that have received permission to fund-raise from external organizations should make an appointment with the Associate Director of Development, Corporate & Foundation Relations Kyle Conover (kconover@law.stanford.edu).
- Submit all sponsorship/donation checks to Holly Parrish (Room 104A) along with original envelope and correspondence.
- Checks must be made out to “Stanford University”

CUSTODIAL WORK REQUESTS AND CLEAN-UP ARRANGEMENTS
Consult with Jason Estacio, Director of Facilities for pre-planning assistance, including set-up and breakdown of furniture, supplies, equipments, and clean-up arrangements.

Facilities can help order most of your supply needs. Be sure to discuss them at your pre-planning meeting.

Registration tables and chairs.
Food and beverage tables.
Extra tables and chairs for guest seating.
Tablecloths.
Additional trash, recycling, and composting cans.
Check with caterer for equipment needs.

Nametags – purchase from Facilities, print at the SLS copy center using your PTA
Tent cards – purchase from Facilities, print at the SLS copy center using your PTA
Printed programs – can be printed by the SLS copy center using your PTA
Flip charts and markers.
Directional signs – request from Facilities
Parking permits – can be obtained through Office of Student Affairs
Tape, staplers, pens.
Water for speakers.
AUDIOVISUAL NEEDS:
You can either make your A/V requests at the time you make your calendar and room requests by checking the appropriate boxes or you can send an email message to av-requests@law.stanford.edu with a detailed description of your needs.

Panel discussion setup (includes draped table, chairs and table mics). Note that we cannot set up panels in classrooms during lunch.

Indicate on your request if moderator should wear a lapel mic or use a handheld mic.

Additional microphones for questions from the audience.

Video/audio capture.
Note that you will need a signed release form from all speakers before taping.

Tele/videoconferencing

Projection system setup.

DVD player.

Other A/V needs.

PUBLICIZING YOUR EVENT
Publicity should only start AFTER your event has been approved on the calendar and a room has been assigned.

Be sure the event information on the main calendar is up to date.

Publicize (moderately) on law-announce.

Send Megan Brown (mybrown@law.stanford.edu) event info for The Weekly Brief.

Post fliers on authorized areas.


Send invitation to faculty and staff.
COMPLETING THE PROCESS

Send thank you notes to sponsors and guest speakers.

Obtain feedback on event.

Remind guest speakers to mail their travel receipts for reimbursement no later than 60 days after completion of travel. *It becomes taxable income after 60 days.*

Submit all reimbursement requests to Megan Brown (original receipts, a list of attendees, an invitation or flyer for the event and a completed reimbursement form). **Note that process will change for next year.**

Promptly negotiate any discrepancies and document in writing

Develop file for your successor with timeline, actual budget, sample publicity and all correspondence.