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.
☐ Check the room schedule for available space.
☐ Go to the main calendar on the SLS home page and check for event conflicts.
☐ Have your Event Manager add the event on the on-line calendar and request space.
☐ Make a budget and communicate budgeted amounts with your guest 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:
  - Need approval to serve alcohol (see OSA first)
  - Need to use Eventbrite for ticket sales
  - Expect dignitaries (OSEP/DPS coordination)
  - Work 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 Danny Ho (dannyho@law.stanford.edu).
- Submit all sponsorship/donation checks to Holly Parrish (Room 146) along with original envelope and correspondence.
- Checks must be made out to “Stanford University”

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

- 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 via the Parking & Transportation mobile site
- 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 (for conferences only).
  ☐ Note that you will need a signed release form from all speakers before taping.

☐ Tele/videoconferencing setup.

☐ 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 through GrantEd for processing.

☐ Promptly negotiate any discrepancies and document in writing

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