

Stanford Law School

Office of Student Affairs

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.
- Press releases to the Daily and the Stanford Report.
- 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.