# Table of Contents

1. Introduction ........................................................................ 3  
2. Student Organization Requirements ............................ 3  
   2.1 Main Leader ............................................................... 3  
   2.2 Budget Officer .......................................................... 3  
3. Student Organization Information & Mail .................... 3  
   3.1 Hard Copy Mail ............................................................ 3  
   3.2 Postage Meter ............................................................... 4  
   3.3 Student Organization Descriptions ...................... 4  
4. Student Organization Offices .......................................... 4  
   4.1 Keys ............................................................................... 4  
   4.2 Audix/Voicemail ........................................................ 4  
   4.3 Organization Lockers ................................................ 4  
5. Key Contacts ........................................................................ 5  
6. Event Planning & Timeline ................................................ 6  
   6.1 The First Steps ............................................................ 6  
   6.2 Scheduling .................................................................... 6  
   6.3 Finances & Budgeting ............................................... 7  
   6.4 Publicity & Communications ...................................... 8  
   6.5 Catering ......................................................................... 11  
   6.6 Multimedia & Audiovisual Needs ........................... 12  
   6.7 Event Setup ................................................................. 13  
   6.8 Parking .......................................................................... 13  
   6.9 Event Speakers ............................................................. 14  
7. University Policies ............................................................. 18  
   7.1 Alcohol .......................................................................... 18  
   7.2 Food & Beverage ........................................................ 20  
   7.3 Fundraising .................................................................... 20  
    7.3a Donations Involving Goods & Services Received  
    7.3b Cash Donations  
    7.3c Fundraising on Behalf of Third-Party Non-Profits  
   7.4 Contracts ....................................................................... 21  
   7.5 Alumni Outreach ......................................................... 21  
   7.6 Logo Use & Licensing ................................................ 21  
   7.7 Organizational Transitions ....................................... 21  
8. Student Organization Budgets ........................................ 22  
    8.1 General Information & Strategy  
    8.1a Amending Approved Budgets and Budget Reallocations  
    8.1b Unauthorized Expenses  
    8.1c Approved Vendors  
    8.2 Receipts & Reimbursements .................................... 23  
    8.2a Submitting Receipts  
    8.2b Meal Receipts  
    8.2c Missing Receipts  
    8.2d Reimbursements  
    8.3 Payments ...................................................................... 24  
    8.3a Forms of Payments for Student Organizations  
    8.4 Gifts/Prizes/Awards Reporting Form ..................... 26  
    8.5 Deposits ........................................................................ 27  
    8.5a Dues  
    8.6 Student Travel .......................................................... 27  
    8.6a Airfare  
    8.6b Mileage  
    8.6c Meals  
    8.6d Hotel Accommodations/Lodging  
    8.7 Guest Speakers ........................................................... 27  
    8.7a Hotel Accommodations/Lodging  
    8.7b Mileage  
    8.7c Travel  
    8.7d Meals  
    8.8 Exclusions ....................................................................... 28  
Event Planning Timeline & Checklist ....................................... 29
1. Introduction

As student leaders of the 35+ student organizations here at Richmond Law, you are a vital part of life on campus. This handbook is a resource intended to support your work. We've included guidelines for event planning, as well as some important Law School and University requirements.

If you have any questions about the materials covered in this handbook, please contact the Associate Dean of Students. We are here to help you make your organizations as successful as possible!

2. Student Organization Requirements

In order to be recognized as an official Law School Student Organization, each group must:

1. Have a faculty advisor;
2. Have a “critical mass” of students interested in the group – generally translated into 10 or more potential members;
3. Have one designated main leader and one budget officer;
4. Have a current set of by-laws on file with the Associate Dean of Students.

2.1 Main Leader

An organization leader’s primary responsibility is to serve as the liaison to the Dean’s Office, the Alumni and Development Office, and to the general public. They are required to provide their contact information so that prospective students, alumni, or the general public can submit inquiries regarding the organization or an upcoming event.

2.2 Budget Officer

The budget officer is responsible for following appropriate funding and financial procedures and for keeping track of all the organization’s expenses, reimbursements, and balances. Our Budget Coordinator meets regularly with budget officers and is available for assistance.

3. Student Organization Information & Mail

3.1 Hard Copy Mail

Hard copy mail for student organizations will be placed in the mail folder belonging to the student organization’s president. All student mail folders are located outside of the Dean’s Office. Packages will be delivered to the Dean’s Office and you will be contacted for pickup.

All mail should be addressed as follows:

Recipient Name
Richmond School of Law
203 Richmond Way
Richmond, VA 23173
3.2 Postage Meter
The postage meter is located in Room 221. In order to use it, you will need your organization’s account number. If you don’t have that information, please contact the Administrative Coordinator.

3.3 Student Organization Descriptions
All student organizations should have a description posted on the Law School website: law.richmond.edu/students/organizations.html. If you’d like to update your organization’s listing, please contact the Assistant Dean for Communications.

4. Student Organization Offices
There are five student organizations with private or shared offices:

<table>
<thead>
<tr>
<th>Organization</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Interest Law Review (PILR)</td>
<td>289-8212</td>
</tr>
<tr>
<td>Journal of Law &amp; Technology (JOLT)</td>
<td>289-8202</td>
</tr>
<tr>
<td>Law Review</td>
<td>289-8216</td>
</tr>
<tr>
<td>Shared Office - Moot Court and Trial Advocacy Board (TAB)</td>
<td>289-8215 (Moot Court)</td>
</tr>
</tbody>
</table>

4.1 Keys
If your organization is listed above and you don’t yet have a key, please come to the Dean’s Office with your request. Please remember to return keys at the end of the year.

4.2 Audix/Voice Mail
Directions: Dial 8999. Enter extension and pound (#) sign. Enter password and pound (#) sign. To administer personal greetings, press 3. Follow prompts to record your organization’s greeting. For more information on voicemail configuration, visit https://is.richmond.edu/telecom/office-phones/voicemail-configuration.html.

4.3 Organization Lockers
For inquiries regarding student organization lockers, please contact the Associate Dean of Students. Please note that no food or drink may be stored in student organization lockers.
5. Key Contacts

Sue Altorelli
Director of Budgeting & Operations
804-289-6837 | Room 202C
saltorel@richmond.edu

Alex Brown
Digital Media Manager
804-662-3088 | Room 230
abrown7@richmond.edu
Contact Alex for questions regarding:
- assistance with social media development
- photography requests

Emily Cherry
Assistant Dean for Communications
804-287-1855 | Room 202E
echerry@richmond.edu
Contact Emily for questions regarding:
- communications strategies
- websites

Leigh Deignan
Budget Coordinator
804-289-8481 | Room 202
ldeignan@richmond.edu
Contact Leigh for questions regarding:
- organization budget process
- approving reimbursements
- fundraising activities
- organization budgets & reallocations
- reimbursements & petty cash
- purchasing through Dean’s office
- travel assistance

Katy Olney
Administrative Coordinator
804-289-8184 | Room 202
kolney@richmond.edu
Contact Katy for questions regarding:
- building and organization office keys
- general office support
- borrowing keys
- checking out organization credit cards (including payments for organizations without credit cards)
- venue and other contracts

Rhianna Shabsin
Director of Alumni Relations
804-289-8016 | Room 106
rshabsin@richmond.edu
Contact Rhianna for questions regarding:
- alumni participation in events
- contacting individuals or smaller groups of alumni
- recording alumni participation

Alex Sklut
Associate Dean of Students
804-289-8186 | Room 202D
asklut@richmond.edu
Contact Dean Sklut for questions regarding:
- organization guidance and oversight
- member transitions/elections
- leadership questions/issues

Mary Ruth Walters
Events & Communications Coordinator
804-289-8895 | Room 202
mwalters@richmond.edu
Contact Mary Ruth for questions regarding:
- event planning
  - room reservations
  - catering requests
  - food waivers
  - event setup assistance
  - parking requests
  - event registration setup
- event publicity
  - The Docket
  - Events Calendar
  - flyers/d-fliers
  - bulletin boards
  - print and electronic invitations
- other event/space related needs
6. Event Planning

Questions during the event planning process? Please contact the Events & Communications Coordinator.

6.1 The First Steps

For every event, the very first steps to take are (1) choosing a date & securing a room, (2) checking your organization’s budget to confirm that the event is part of the approved budget, and (3) for events involving guests, notify the Events & Communications Coordinator as early as possible so the Dean’s Office can assist with scheduling and other logistics. It is extremely important to complete these three steps prior to planning any other details pertaining to your event.

6.2 Scheduling

6.2a Finding a Date

To minimize double booking, competing events, and low turnout, consult the online Events Calendar found at http://law.richmond.edu/students/index.html to see other events that may have an impact on selecting the perfect date. Also consider campus-wide events (such as Homecoming, Family Weekend, etc.) and major holidays.

Please note that you should notify the Events & Communications Coordinator of your ideal event date and/or submit an online room request prior to extending invitations to speakers and other guests. During major, large-scale events, such as symposia, Emanuel Emroch lectures, etc., the Dean’s Office may decide not to permit other events to occur simultaneously.

If your event will involve applying for MCLE credits, keep in mind that this process can sometimes take 12-16 weeks to complete and receive verification. Learn more about MCLE credits in Section 6.11.

When setting a date for your event, try to plan as far ahead as possible. Try to come up with a few backup dates, as well.

It is important to remember that your event is not confirmed until you have received a room confirmation.

6.2b Request a Room/Event Space

Once you have determined your ideal event date, request a room via the EMS/Centralized Scheduling Service online, found at https://ems.richmond.edu/EMSWebApp/

Room reservation requests must be submitted at least two weeks prior to the proposed event date. Requests must be complete upon submission. Requests made less than two weeks prior to the event date, or requests that have not been submitted in completion, may be denied.
After this form has been submitted, the Events & Communications Coordinator and Associate Dean of Students will review your request and follow up. Remember that filling out the online form is simply a request, and is not guaranteed until you’ve received confirmation from the Events & Communications Coordinator.

Please note that, due to the fact that the Law Library occasionally has different hours than the Law School, Rooms L30 and L31 may not always have availability.

6.2c Dean Attendance
If you would like Dean Perdue to attend your event and/or make an introduction, contact the Events & Communications Coordinator. This should be done as far in advance as possible.

6.2d Tabling
If your organization plans on tabling in the atrium or hallway, contact the Events & Communications Coordinator at least one week in advance.

6.3 Finances & Budgeting

Prior to planning any event, you are expected to check your organization’s budget to confirm that the event is part of the approved budget. Budget-related questions can be directed to the Budget Coordinator in the Dean’s Office.

6.3a Review All Event-Related Expenses
Create a detailed budget and list expenses for all elements of your event, such as marketing, printing, speaker fees, transportation, lodging/accommodations, food, entertainment, taxes, service charges, audiovisual equipment, and production costs.

Items to consider when determining expenses and budget:

- Speakers
  - Travel (air, cab, bus, train, etc.)
  - Include transportation to/from hotel
  - Lodging/Accommodations (see Section 8.7a for more details)
  - Meals
  - Gifts
  - Honoraria (these are typically not approved; see Section 6.9i for more information)

- Printing
  - Flyers
  - Invitations (including postage)
  - Nametags

- Posters
- Other event supplies
  - Pens
  - Registration sheets
  - Printed handouts
  - CLE forms

- Catering
  - Meals/Breaks
  - Snacks for event staff
  - Alcoholic beverages & ABC licenses
    - No more than 40% of a student organization budget can be spent on alcohol. See Section 7.1c for more information.
  - Non-alcoholic beverages
  - Water for speakers
6.4 Publicity & Communications

When you submit a request for a room and note that you’d like it included in the Events Calendar, it will be automatically included in the following outlets. There is no need to resubmit your information for the various publications (unless there is a change). Changes to your submissions can be coordinated with the Events & Communications Coordinator.

- **Online Events Calendar**
  The Law School maintains an up-to-date calendar listing found online at http://law.richmond.edu/students/index.html

- **The Docket**
  The Docket is an email newsletter distributed each Sunday evening and Thursday morning that contains a list of events arranged by week with links for more information. Submit your publicity request by Friday at 9 a.m. or Wednesday at 9 a.m. for inclusion on Sunday or Thursday (respectively).

If you do not indicate that you’d like your event included in the Events Calendar when making your original online room request, you may use the Publicize an Event Form found at http://law.richmond.edu/about/events/event-form.html.

For large-scale events, including symposia, we'll set up a meeting to discuss extra communications efforts, including invitations to the wider community, potential media opportunities, public calendar placements, etc.

We’re available for communications consultation on any student programming. Contact the Assistant Dean for Communications and the Events & Communications Coordinator to discuss ideas for publicity and design, or to brainstorm different ways to approach communications strategy around a particular event or program.

6.4a Flyers

Student organizations are encouraged to post flyers on the “events” bulletin board in the hallway near the library. Please note that taping flyers is not permitted.

If you’d like design assistance, contact the Events & Communications Coordinator. You are also welcome to design these yourself, as well. Keep the following tips in mind for design:

- Keep it simple
- Remember the basics, including date and location
- Use the fewest words possible to convey a compelling message
- Avoid cheesy clipart
- Avoid copyright-protected images found online
- White space is your friend

To request a high-resolution copy of the Law School logo or emblem, contact the Assistant Dean for Communications.

When printing flyers, copies can be made at the Campus Print Shop.
6.4b **Digital Flyers (D-Flyers)**
You may submit a digital flyer (d-flyer) for display on the monitors by sending an email to the Events & Communications Coordinator. You can also use a standard PowerPoint slide with a 16:9 ratio. If you’re using a design program, the slide should be 1080x608 pixels.

When designing a d-flyer, keep the following tips in mind:

- Minimize text – a dozen words or less is ideal
- Keep fonts large and easy to read
- Keep bright colors to a minimum
- Save as a JPG

6.4c **Internal Directional Signs**
The Dean’s Office has two standing floor signs that can be used as needed to direct event attendees to the specified room. Contact the Events & Communications Coordinator for more information.

**Only painter’s tape is permitted to tape items on walls or doors. Signage may not be taped to artwork or furniture. If signs or flyers are found taped incorrectly, they will be removed immediately.**

6.4d **Reserved Parking/External Directional Signs**
Parking and external directional signs can be purchased from the Campus Print Shop for about $5 each (which includes a wooden stake). These signs can be placed on campus to direct event attendees. It is your responsibility to put these up prior to your event and remove them no later than 24 hours after your event has concluded.

6.4e **Emails to Alumni**
If you would like to share information about an event with the alumni audience, please send it to the Assistant Dean for Communications by the dates below for inclusion in our e-Connections alumni newsletter, which is distributed twice a semester. If you’d like to explore additional alumni outreach, please meet with the Director of Alumni Relations.

- September Newsletter
  - mid-September distribution,
  - September 5 deadline
- November Newsletter
  - mid-November distribution,
  - November 6 deadline
- February Newsletter
  - mid-February distribution,
  - February 5 deadline
- April Newsletter
  - mid-April distribution,
  - April 5 deadline

6.4f **Online Registration**
If you plan on requiring registration for your event, contact the Events & Communications Coordinator for assistance in setting up an online registration site.

The online registration system will also issue two emails to all registered attendees. The first email, sent approximately one week prior to the event, will serve as a reminder to attendees and provide information regarding parking and the event schedule. The second email, sent after the event, will include a brief thank you and link to the post-event evaluation survey, if applicable.
Please note that events that offer CLE credit will require setting up a registration page.

If your event requires attendees to pay a registration fee, additional online setup and permissions may be required. Discuss this with the Events & Communications Coordinator.

6.4g **Facebook, Twitter, and Instagram**
We will publicize student organization events via social media when appropriate, via Facebook (facebook.com/URLawSchool), Twitter (twitter.com/URLawSchool), and/or Instagram (instagram.com/urlawschool).

For more information on social media promotion, please contact the Digital Media Manager.

6.4h **Email Blasts**
Each student organization is permitted one email blast per major event. Exceptions may be granted upon request through the Associate Dean of Students.

Failure to use discretion when emailing listservs may result in removal of sending privileges.

- 3L Class Listserv: lawclassof2019@richmond.edu
- 2L Class Listserv: lawclassof2020@richmond.edu
- 1L Class Listserv: lawclassof2021@richmond.edu
- LLM Listserv: llm@richmond.edu
- Faculty Listserv: lawfaculty@richmond.edu
- Staff Listserv: lawstaff@richmond.edu
- Faculty & Staff Combined Listserv: lawfacstaff@richmond.edu

Please remember that all internal organization communication should go through your organization’s private email list.

6.4i **Print Invitations**
If you would like to issue print invitations to potential event attendees, contact the Events & Communications Coordinator.

6.4j **Printed Materials for the Day Of**
Discuss the printing of event materials with the Events & Communications Coordinator. Please note that advance notice for printed materials may be required, depending on the complexity of the request.

Printed materials include:
- Programs
- MCLE forms
- Posters
- Attendee list
- Table tents (name labels) for speakers
After scheduling your event, consider any catering needs. **Prior to securing any catering for your event, it is important to familiarize yourself with all food and beverage (alcoholic and non-alcoholic) policies set by the University.** These policies can be found in Section 7.

It’s important to plan in advance in case any check requests need to be submitted to the University, which can take up to two weeks for processing.

There are three primary options when it comes to catering: 1) UR Catering, 2) an approved vendor, 3) or providing your own food.

### 6.5a UR Catering

The University offers full-service catering options through UR Catering and the Heilman Dining Center. All requests for university-provided catering should go through the Events & Communications Coordinator. Because UR Catering tends to book up far in advance, it is recommended to make your request at least four weeks prior to your event.

Please note that any event occurring in the Jepson Alumni Center is required to use UR Catering, as they are the exclusive caterer.

### 6.5b Approved Vendors

The University issues a list of approved vendors who can be used for catered events. A full list can be found online at [http://dining.richmond.edu/common/approvedvendorslist.pdf](http://dining.richmond.edu/common/approvedvendorslist.pdf). Please note that this list is updated frequently.

When planning an event with alcohol using an approved vendor, see Section 7.1 for guidelines about ABC licenses.

**In the event that an approved caterer requires a signed contract, you are required to submit the contract to the Dean’s Office. See Section 7.4 for more information on contracts.**

### 6.5c Providing Your Own Food or Sourcing Food from an Outside Vendor

For liability reasons, a Food Waiver Application must be submitted for approval prior to hosting an event using goods or services of an outside (non-approved) vendor. By submitting a Food Waiver Application, the contact or coordinator is agreeing on behalf of the group or organization to release the University of Richmond Dining Services from any and all responsibility or liability for any injury or illness resulting from consumption of food or beverage which Campus Dining Services did not prepare, distribute, or provide. In addition, the reserving individual/organization is responsible for ensuring all University policies are in compliance.

**This includes any pick-up order (deliveries to campus from non-approved vendors are prohibited) from an outside vendor who is not on the approved vendor list.**

The waiver must be submitted and approved prior to purchase.
Please note that you are **not** required to submit a Food Waiver Application if any of the following apply to your event:

- University Catering is providing your food/beverage
- You are using a University-approved vendor listed in the “Caterer” category (example shown below)

<table>
<thead>
<tr>
<th>Caterer</th>
<th>Noodles and Company 1601 Willow Lawn Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caterer</td>
<td>Panera LLC (9200 Stoney Point pkwy #158D)</td>
</tr>
<tr>
<td>Caterer/FS</td>
<td>Panera LLC (CATERING HUB-8800 Staples Mill)</td>
</tr>
<tr>
<td>Caterer</td>
<td>Papa Johns Store #296 8903 Patterson Ave. (PJ United Inc.)</td>
</tr>
<tr>
<td>Rental</td>
<td>Party Perfect -KAP Inc</td>
</tr>
<tr>
<td>Caterer</td>
<td>Pearls Cupcake Shop LLC</td>
</tr>
</tbody>
</table>

⚠️ You must submit any Food Waiver Applications to the **Events & Communications Coordinator** **no fewer than 10 business days** prior to your event. Once you have submitted the application, it will be sent to the University for approval. The **Events & Communications Coordinator** will let you know when/if it has been processed and approved. **Filling out a Food Waiver does not guarantee University approval.**

The [Food Waiver Application](https://dining.richmond.edu/common/food-waiver-request.pdf) can be found online at https://dining.richmond.edu/common/food-waiver-request.pdf.

### 6.5d Other Catering Guidelines

**Invoices**

It is your responsibility to ensure that all catering invoices have been paid in full and in a timely manner. Refer to Section 8.3 for more information.

### 6.6 Multimedia & Audiovisual Needs

For multimedia/AV assistance or video recording, contact the **Events & Communications Coordinator**.

#### 6.6a Photo/Video Release Form

Any speakers participating in your event that will be photographed or recorded must fill out a Photo/Video Release Form prior to the event. This form gives permission for photographs or video recording of the event. A link to the form can be found at [http://law.richmond.edu/about/events/photo-permission.html](http://law.richmond.edu/about/events/photo-permission.html).

#### 6.6b Wi-Fi Access

A wireless network is available for visitors. To log on, connect to the VisitUR network, then check the box labeled “I accept the terms of use” followed by clicking “Log In.”

If you are distributing printed materials to your event attendees, consider including this information, or placing signs on registration tables.

#### 6.6c Live Streaming & Recording

If you would like your event to be live streamed or recorded, contact the **Events & Communications Coordinator**.
6.7 Event Setup

6.7a Tables
A small quantity of 6’ and 8’ rectangular tables can be found in the closet behind the Moot Courtroom. Please check with the Events & Communications Coordinator before you use the tables to make sure another group has not already made arrangements to use them.

6.7b Linens
The Dean’s Office owns two black linens that fit 6’ rectangular tables. You may request to use these for by contacting the Events & Communications Coordinator. These linens can only be used on registration tables. Any linens for food tables must be rented through your event caterer, as we do not provide linens for food tables.

6.7c Special Setups
Any special room setup must be requested through the Events & Communications Coordinator. Please note that many room setups are permanent and cannot be configured. Exceptions include the Atrium/Foyer and Carle E. Davis Commons.

In the colder months, it may be helpful to request the use of coat racks for large events. Contact the Events & Communications Coordinator.

6.7d Housekeeping
Keep in mind that large events create a large amount of trash and additional cleanup. It’s important to consider whether or not your event requires additional housekeeping services. Discuss this with the Events & Communications Coordinator.

6.7e Kitchen Keys
If you need access to the first-floor kitchen (located next to the Carle E. Davis Commons), contact the Administrative Coordinator in the Dean’s Office.

6.7f Community Cabinet
If you need extra supplies (such as napkins, paper plates, cups, cutlery, etc.) there is a Community Cabinet located in the kitchen area of the DownUnder. This cabinet will be restocked by the Dean’s Office at the beginning of each semester. Because this is a shared cabinet available for use by all students, please practice common courtesy when taking supplies. If you have leftover supplies, you are encouraged to donate them to the cabinet for use by your fellow classmates.

6.8 Parking

If you have event attendees or guest speakers who are not University of Richmond students, faculty, or staff, you may need to request parking passes or reserve parking lots.

6.8a Parking Passes
Individual parking passes for visitors can be requested in small quantities from the Dean’s Office (see the Administrative Coordinator). These passes can be requested up to a week ahead of time.

Visitor parking passes can also be requested online at parking.richmond.edu/registration/visitor.html.
If you wish to reserve a few parking spaces for your special guests or guest speakers, you may request to use traffic cones. Contact the University Police Department for this request.

**6.8b Parking Lot Requests**

If you are expecting a large number of non-UR event attendees, you should consider reserving a parking lot. Parking lot requests must be submitted through the Events & Communications Coordinator. Please remember to request parking as far in advance as possible.

On the day of the event, you will need to enlist someone to remove cones blocking off your reserved parking lots prior to your event start time.

Parking signs are available for purchase through the Campus Print Shop (see Section 6.4d).

**6.8c Campus Parking Map & Directions**

Be sure to send campus maps to your attendees prior to the event. A campus parking map can be found at [https://www.richmond.edu/visit/maps/print/parking.pdf](https://www.richmond.edu/visit/maps/print/parking.pdf).

Instruct attendees to use the address **203 Richmond Way, Richmond, VA 23173** (this will bring them directly to the Law School).

**6.9 Event Speakers**

Prior to contacting any potential guest speakers, you must consult with the Dean’s Office for approval.

**6.9a Do Your Research**

Research how to reach the speaker. Contact the administrative assistant, legislative assistant, etc., to determine if the speaker’s calendar is open and how scheduling decisions are made. Determine if your organization members have a contact to the speaker. If a faculty member or dean has a relationship with the speaker, use those connections. If the speaker is an alumna/us of Richmond Law, contact the Director of Alumni Relations.

Remember, event dates are not finalized until you receive a confirmation from the Events & Communications Coordinator. Do not extend an invitation to a speaker for a specific date until you have received formal approval.

**6.9b Extend an Invitation**

Extend a formal invitation to the speaker outlining the reasons why you’re inviting them to your program. A written letter is best.

The invitation should include the following basic components:

- Name, date, and venue of the event
- Theme or focus of the event
- Why you think the speaker would be a good fit for the event
- What you want the speaker to do at the event (Speak and provide an article? Speak only?)
- How it would benefit the speaker (talk about publicity that will be done, other speakers already committed or invited, etc.)
Four steps to sending out invitations:

1. Send out a “first batch” of invitations, which should include your top speaker choices

2. Wait for responses and follow up when necessary
   a. Follow up with a phone call timed a few days after the letter would have arrived

3. Assess the responses
   a. If your top speakers cannot attend, begin reaching out to your second choices

4. Send another batch of invitations and repeat

6.9c Handling Responses
When a speaker says “no,” be gracious and thank them for considering the opportunity. If it feels appropriate, you could also ask for recommendations for other speakers.

When a speaker says “yes,” you will need to reach out via phone, Skype, or in person to give them more information about the event and the presentation. You’ll need to discuss the following:

- Detailed information about the program you’re planning
- Information about your organization
- If you are assigning an individual point of contact to this speaker, be sure to give all contact information (including cell phone numbers)
- Let your speaker know that you would like to record the event and request a Photo/Video Release Form (see section 6.5a)
- Be clear about expectations:
  o Will the speaker need to submit materials/handouts in advance of the program for MCLE purposes?
  o Will the speaker be required to write an article before/after their talk?
  o Will the speaker need to collaborate with other panel members? If so, give names and contact information and see if you can arrange a conference call. Provide the name of the moderator. The moderator should also be informed of contact information on all panelists.
  o Set firm deadlines for your required materials (follow up with phone calls if necessary)
- Request photos/headshots, bios, and preferred title for publicity and introductions
- Inquire about any dietary restrictions or needs
- Discuss travel and hotel arrangements with the speaker
  o The University will reimburse speakers for expenses (coach travel only).
  o Be in touch with your speakers about parking, hotel confirmations, flight confirmations, etc.

6.9d Hotel Accommodations
See Section 8.7a for more information regarding hotel accommodations for speakers. No Airbnb or similar rentals are permitted.

6.9e Transportation/Travel Arrangements
Mileage will be reimbursed at the University’s mileage reimbursement rate.
6.9f **Reimbursements**
See Section 8.7 for more information on reimbursing speakers.

6.9g **Speaker Gifts**
Consider gifts to give to your speakers. Any questions should be directed to the Events & Communications Coordinator.

SBA sets limits on the amount spent on speaker gifts. If your student organization is funded through SBA, contact the SBA Treasurer for more information.

6.9h **Political Activities**
As a charitable entity exempt from taxation under Section 501(c)(3) of the Internal Revenue Code, the University is prohibited by law from participating, directly or indirectly, or intervening in political campaigns at the federal, state, or local level. The University’s facilities and resources may be used in connection with political campaigns only as permitted by official University policy. To reference this policy, please contact the Associate Dean of Students.

6.9i **Honoraria/Speaker Fees**
Payments for honoraria or speaker fees are not typically approved, unless there are exceptional circumstances that warrant it. Contact the Association Dean of Students to request honorarium approval before confirming with speakers.

6.10 **Campus Police/Security**

Some events may require the presence of a police officer or security guard, depending on whether or not alcohol is served, the number of attendees, and the location of the event. The Events & Communications Coordinator will consult with URPD to determine if police presence is required. Please note that police/security presence will incur additional fees, which will need to be factored into the budget.

High profile speakers or event attendees may require special police/security presence.

6.11 **MCLE Credits**

When planning an event, consider Mandatory Continuing Legal Education (MCLE) credit opportunities. Please contact Maureen Moran (Reference and Research Services Librarian) at mmoran@richmond.edu for assistance.

The application process should begin about 12-16 weeks prior to your event. Applications submitted in the fall can take up to 10 weeks to be processed by the Virginia State Bar; applications submitted in the spring can take up to six weeks for processing.

After MCLE credit has been granted, be sure to update your website and registration information. MCLE materials should be added to the website one week in advance. MCLE sessions should be indicated as such on the event program.

Please note that registration is required for all events that offer MCLE credit. See Section 6.4f for more information about setting up a registration site.
6.12 Post-Event

6.12a Return Borrowed/Rented Items
If you borrowed or rented any items, be sure to return them after your event. Items can include:

- Keys
- Sign stands
- Tables and/or linens

6.12b Follow Up with Your Speakers
If you had any guest speakers, follow up shortly after the event with an email or written thank you letter. Use this opportunity to request final expenses and receipts.

6.12c Conduct a Post-Event Survey
Discuss issuing a post-event survey with the Events & Communications Coordinator. These should be sent approximately 24-48 hours after your event, so make arrangements to have it prepared beforehand and automatically sent.
7. University Policies

Please note that failing to comply with any University policies may result in the decline of reimbursement requests.

7.1 Alcohol

7.1a When to Obtain an ABC License

The University monitors all food and alcohol being served on campus. Therefore, alcohol use at an event must be recorded in EMS/Centralized Scheduling Service. You are required to inform the Events & Communications Coordinator whenever you plan on serving alcohol at an event. You (or your approved event caterer) will also be required to display ABC license at the event.

Use the chart below to determine whether or not you will need to obtain an ABC license for your event.
7.1b  How to Obtain an ABC License
A one-day banquet ABC license costs $55. There are three ways to apply for an ABC banquet license for your event:

1. **Online:** You may apply for a banquet license online at least 12 days prior to the event date and submit payment using a credit card. **Applying online is the easiest method to obtain an ABC license.** Visit [https://www.abc.virginia.gov/ebanquet/public/welcome.do](https://www.abc.virginia.gov/ebanquet/public/welcome.do) to apply online.

2. **In Person:** You may apply in person at a Virginia ABC regional office at least 10 days prior to the event. Please note that regional offices do not accept credit cards. The application can be found online at [https://www.abc.virginia.gov/library/licenses/pdfs/banquetlicense.pdf](https://www.abc.virginia.gov/library/licenses/pdfs/banquetlicense.pdf)

3. **Via Mail:** You may mail in your application and payment at least 10 days prior to the event. The application can be found online at [https://www.abc.virginia.gov/library/licenses/pdfs/banquetlicense.pdf](https://www.abc.virginia.gov/library/licenses/pdfs/banquetlicense.pdf)

It is strongly encouraged to apply for an ABC license as far in advance as possible. If you have any questions about obtaining a license, contact the Events & Communications Coordinator.

⚠️ **Once you have obtained an ABC license for your event, you must submit a copy (at least 72 hours in advance) to the Events & Communications Coordinator.**

7.1c  Other Alcohol Policies

**Serving Food with Alcohol**
The Law School has a policy regarding the serving of food and alcohol at student events. If alcohol is being served, food must be served commensurate both with the quantity of alcohol available as well as the time of day.

As a general guideline, events that start during traditional dinner time (6-7 p.m.) or lunch time (12-1 p.m.) and that also serve alcohol should offer a meal. Events or receptions serving alcohol and hors d’oeuvres should provide a minimum of six pieces of food per attendee per hour. Food quantity is subject to review and approval by the Dean’s Office.

**Student Organization Budgets & Alcohol**
Student organizations are not permitted to spend more than 40% of their annual expenditures on alcohol or alcohol-related expenses. Alcohol-related expenses include gratuities on a bar tab, cost of bartenders, ABC licenses, etc.

**Police/Security**
Campus police will be notified for large (100+ people) receptions or parties. If they determine that security is needed, additional fees may apply.

**Self-Service Bars**
Self-service bars are not permitted. If an organization is providing and serving their own alcohol, they must designate a volunteer “bartender” or someone to monitor the bar at all times. The designated person will be obligated to refrain from consuming alcoholic beverages for the entirety of the event. According to University policy, this person cannot be compensated or paid for their services.

**Removing Alcohol from Premises**
Alcohol is not permitted beyond Law School premises.
7.2 Food & Beverage

7.2a Non-Alcoholic Beverage Policy
The University has contracted with the Coca-Cola Company for exclusive beverage representation on campus. Therefore, only Coca-Cola products are to be sold, dispensed, served, or sampled on campus. Per this agreement, products must be purchased through the University’s retail outlets (ETC or the bookstore) or Heilman Dining Center. The purchase of Coca-Cola products from any non-campus retailer is not permitted.

Coca-Cola products include soft drinks, bottled water (Dasani), energy drinks, Minute Maid juice, Seagram’s, Nestea, and PowerAde.

If you are using a University-approved caterer to cater your event, they must serve only Coca-Cola products.

If you plan on purchasing your own beverages for any event, you are required to purchase them through the University. To order, call 804-289-8512 (Monday – Friday, 9 am. – 4:30 p.m.) at least three business days prior to your event.

7.2b Food Waivers
Please refer to Section 6.5c for more information regarding Food Waivers.

7.3 Fundraising

Students and student organizations are prohibited from soliciting financial support from alumni or any outside sources including foundations, corporations, or law firms without the prior written consent of the Associate Dean of Students. Requests for permission to solicit must be must be submitted in writing to the Associate Dean of Students and must include:

1) a statement describing the purpose of the solicitation and any related events and/or activity(ies),
2) the names and affiliations of all prospective donors, and
3) exact copies of all proposed solicitation materials.

Please understand that the Associate Dean of Students may need to consult with others within the Law School and the university, and therefore it may take up to four weeks from receipt of a complete solicitation request to receive a decision regarding the request.

7.3a Donations Involving Goods & Services Received
If an approved fundraising activity involves offering tangible goods or services for cash, no tax-deductible receipt can be issued. This includes items donated for auction purposes. These activities still need to be pre-approved by the Associate Dean of Students.

7.3b Cash Donations
If the approved function or activity generates cash gifts with no tangible goods or services received by the donor, the Dean’s Office should be notified immediately for the purpose of generating an official thank you/receipt and to record the gift. (This includes donated items, not used for fundraising such as restaurants donating food - a gift in kind.) All monetary gifts need to be turned into the Dean’s Office for forwarding to the Advancement Office for posting to your organization’s account. Businesses and individuals rely on charitable donations for their tax deductions. The IRS only acknowledges official gift receipts when presented on official university letterhead.
7.3c Fundraising on Behalf of Third-Party Non-Profits
Student organizations who wish to solicit funds for a third party should have all donations made out directly to
the third party. Funds should not be directed to Richmond Law with the expectation that they will be donated to
the third party by the school in the future. For example, checks should be made out directly to the organization,
not to the Law School.

7.4 Contracts

All contracts and contractual agreements must be entered into an online system that is monitored and reviewed
by the University. Once reviewed by University approvers, they are then submitted to the Dean for review and
signature.

Please note that you, as a student, are not permitted to sign any contracts. This includes, but is
not limited to, catering contracts, hotel/room block agreements, facility rental or event space agreements, event/event equipment rental contracts, speaker agreements, etc.

You must contact the Dean’s Office to begin the contract review and approval process. Keep in mind that this
process may take several weeks, depending on the terms and conditions of the agreement. Contracts must be
submitted to the University for approval prior to any deposits or payments.

7.5 Alumni Outreach

We welcome and encourage student-alumni collaboration and communication. If you’d like to reach out to any
alum on behalf of your organization (for purposes including, but not limited to, making a presentation, filming a
video, or fundraising), you must contact our Alumni & Development Office first. The best way to do this is to
reach out to Rhianna Shabsin (Director of Alumni Relations) at rshabsin@richmond.edu. Our staff will be able to
help you discuss the best outreach approach.

7.6 Logo Use and Licensing

All logo use requests must be submitted to the Assistant Dean for Communications. Any items ordered with the
school’s logo (such as t-shirts or other promotional products) must be ordered from an approved vendor and
approved by Collegiate Licensing.

7.7 Organizational Transitions

At the end of the school year, when a new leadership team is transitioning in, students should make every effort
to ensure that the new team has access to all of the materials and communications tools used by the
organization. Please see our Student Organization Transitions Guidelines document for full details:
law.richmond.edu/students/student-org-transitions.pdf.
8. Student Organization Budgets

Please note that the University is in the process of changing and updating many of their financial policies and procedures. At this time, we do not have complete information about when these policies will be instituted. More information will be shared with student leaders as soon as it is available.

This budget is based on the Student Organization’s total funds for the year and should list categories of proposed expenses. The budget must be approved before any expenses are incurred. If there are extenuating circumstances, please contact the Associate Dean of Students and the Budget Coordinator to request use of budget funds before the start of the academic year. Please note that this should be a rare occurrence and justification must be approved prior to incurring any expenses.

Budgets for advocacy boards, journals, and the McNeil Society are determined by the Dean’s Office. All other organization budgets are determined by the Student Bar Association (SBA).

Funds allocated by the SBA will not be transferred to the organization until a budget has been submitted and approved.

8.1 General Information & Strategy

Organization budgets are comprised of all anticipated expenses and associated activities for each organization for the duration of the academic year. All expenses are charged to each organization’s Index number. Index numbers can be provided by the organization’s treasurer or the Budget Coordinator.

In order to effectively manage the approved budgets, please note the following policies.

8.1a Amending Approved Budgets and Budget Reallocations

Approved budgets cannot be amended without the express approval of the SBA, with the exception of journals, advocacy boards, and the McNeil Society.

Budget reallocation requests from journals, advocacy boards, and the McNeil Society must be submitted to the Associate Dean of Students or the Budget Coordinator for budget review. All other organization budget reallocations must be submitted to and approved by the SBA officers.

Any organization events or activities not previously included in the approved budget require review and approval by the Student Bar Association, the Associate Dean of Students and the Budget Coordinator prior to incurring any expenses.

8.1b Unauthorized Expenses

Unauthorized expenses include but are not limited to furniture, personal items, computer equipment, and alcohol purchases in excess of 40% of an organization’s total expenditures. Incurring unauthorized expenses may result in a demand to the organization or individual for repayment and/or other sanctions by the Associate Dean of Students and/or the Student Bar Association.
Expenses incurred in violation of the Events policies and procedures may require reimbursement to the University by the individual(s) incurring the charges. Please refer to the Section 6 (Event Planning) of this handbook regarding the use of the University’s catering services and the list of approved vendors and products.

8.1c Approved Vendors
Whenever possible, please use a University-approved vendor. The vendor list can be found online at http://dining.richmond.edu/common/approvedvendorslist.pdf

Any vendor not on this list may be considered a new vendor and will require additional processing time to request new vendor approval and a University ID (used for check requests).

Please note that all items printed with the school’s logo or common words (such as “Richmond Law”) must be ordered from an approved vendor and approved by Collegiate Licensing. See Section 7.6 for more information.

8.2 Receipts & Reimbursements

8.2a Submitting Receipts
Original, detailed receipts are **required** for all expenses including on-campus services (University Catering, Printing Services, etc.).

Receipts must be dated **no more than 60 days** from the date of purchase. Receipts over 60 days will not be accepted or reimbursed.

Receipts smaller than a full sheet of paper must be taped on all sides (do not staple) onto an 8½” x 11” size sheet of paper.

Bank and credit card statements are not acceptable forms of expense documentation. However, paid online receipts or copies received directly from the vendor will suffice for an original receipt.

Receipts are required for all printing orders placed through the University’s Print Shop. Be sure to submit the yellow copy of the Print Shop form to the **Budget Coordinator**. If your group has a Vendacard and you have questions about its use, please contact the **Budget Coordinator**.

Receipts are required for all bookstore purchases that have been charged to the organization’s Index number.

8.2b Meal Receipts
For any meal receipts, if fewer than 10 guests are included on the receipt, please write the names of each guest on the receipt. If more than 10 guests are included on receipt, simply write “10+ attendees” on the receipt. Any meal receipt submitted without this information will be returned delaying the reimbursement process. The maximum gratuity on meal receipts is **15%**. Meal receipts must be itemized.

8.2c Missing Receipts
Please submit a Missing Receipt Form for lost/missing receipts. Please note that this form cannot be used in lieu of a travel-related receipt unless the organization’s credit card was used. This form is not acceptable documentation for travel-related reimbursements.
8.2d Reimbursements

Reimbursements are issued using one of the three methods below.

(1) Check Request Form (via BannerWeb)

See Section 8.3a for details on how to complete and submit a Check Request Form.

Accounts Payable processes checks on Tuesdays and Thursdays only. They require 10 business days to process checks.

Students have the option to choose direct deposit or a physical check when submitting Check Request Forms for reimbursement.

(2) Petty Cash Form

Petty cash forms are available in the Dean’s Office. Maximum petty cash reimbursement is $50. A completed petty cash form must include:

- the organization’s Index and Account codes
- description of non-travel related items to be reimbursed
- signature of the Budget Coordinator
- appropriate receipts (taped to 8½” x 11” size sheet of paper and paper clipped to the Petty Cash Form)

Reimbursements for awards and prizes require an additional Gifts/Awards/Prizes Reporting Form. See Section 8.4 for more information.

Cash reimbursements are issued in the Dean’s Office.

(3) Travel & Expense Report Form (via BannerWeb)

All travel expense reimbursement requests must be submitted through BannerWeb. Before starting your Travel and Expense Report Form (T&E), be sure to gather all of your supporting documentation (original receipts such as airline tickets, baggage fees, mileage, meals and hotel receipts, Index and Account numbers, etc.).

Prior to submitting your T&E, your organization’s Treasurer must approve your expenses. Your Treasurer will also provide the list of Index and Account numbers required to complete the T&E.

When completing the form, enter the Director of Budgeting & Operations’s name as the “Approver.”

Please note that there is a limit of $25 per day for meals, plus no more than 15% gratuity. Alcohol is not a reimbursable travel expense.

8.3 Payments

8.3a Forms of Payment for Student Organizations

The following are two valid forms of payment available for the purchase of goods and services by organizations.

(1) Student Organization P-Cards

The Student Organization Purchasing Card (SOC) is a corporate MasterCard issued in the organization’s name to provide an efficient way to process orders of University business and travel-related purchases.
Qualified purchases within a predetermined purchase limit ($500/transaction maximum; up to $5,000) can be charged directly to the SOC.

Training by the Dean’s office is required before using a SOC. Original receipts are required of all SOC purchases.

The SOC can be used to purchase:
- office supplies
- small, replaceable equipment (such as calculators)
- subscriptions
- books
- videos
- printing at off-campus locations
- miscellaneous one-time purchases
- ground transportation
- parking
- other travel and social expenses

The SOC cannot be used to purchase:
- any computer and computer-related equipment (this must be purchased through Information Services [IS] or the department must receive written approval from IS to make the purchase)
- furniture (the University’s Design Services must approve any and all furniture purchases; please contact the Budget Coordinator or Director of Budgeting & Operations for assistance or questions)
- on-campus purchases at the Post Office, Dining Halls, Cafes, Print Shop, or the Bookstore
- alcohol

When using an SOC while traveling, the user must be sure to have additional funds available in the event the SOC is declined for any reason.

(2) Check Request Form (via BannerWeb)

Check Request Forms must be completed online through BannerWeb. This form is required for reimbursement of University non-travel related expenses over $50 and for payment of services and products to individuals or to vendors. All Check Requests must be authorized by the organization Treasurer and approved by the Director of Budgeting & Operations. Checks will be mailed directly to the vendor; you may not pick up checks for vendors from Accounts Payable.

When requesting advance or day-of payments for catering, please be sure to submit the invoice to the Budget Coordinator at least two weeks in advance. Please refer to Sections 6.5 and 7.1 regarding purchasing alcohol and using external caterers, including grocers. All reimbursements and receipts must adhere to these requirements.

The following information is required to create an online Check Request Form:
- Student ID number OR University-issued Vendor ID number/Federal Employer Identification Number (FEIN)
- name of payee (student, staff or company/individual)
- amount of reimbursement or payment
• department name: “Law School – (add organization’s name/abbreviation)"
• contact phone number
• index number(s)
• account number(s)
• business purpose for the payment to include the student organization name(s)
• requestor’s signature (organization’s Treasurer) (Forms submitted without this signature will be returned, delaying processing. If the treasurer is being reimbursed, it must be approved by another organization officer.)
• payee’s signature (individual or company receiving the payment)
• tape original receipts on all sides to an 8 ½ x 11 sheet of paper (do not staple)
• paper clip the receipts to the completed Check Request Form and submit them to the Budget Coordinator.

8.4 Gifts/Prizes/Awards Reporting Form

In the event that you are giving away a gift, prize, or award, you may need to submit additional information to the University. The Gifts/Prizes/Awards Reporting Form can be found online at http://controller.richmond.edu/common/pdf/accounts-payable/forms/Gift-Reporting-Form071113.pdf.

Prizes and awards are tangible personal property bestowed on University students in recognition of performance-related activities. Gift cards are not permitted.

Gifts are tangible personal property given to University students in recognition of a particular achievement of participation in an activity.

In almost all circumstances, gifts, prizes, and awards are considered taxable income to the recipient and are included in the recipient’s gross income if the gift is paid for (either directly or indirectly) by the University. Recipients outside of the University (speakers, competition judges, etc.) are not taxed and are not reported.

Gifts, prizes, and awards of tangible personal property valued at $50 or less are excluded from gross income. Similarly, the value of a turkey, ham, or other item of merchandise of similar nominal value is not taxable.

When submitting a Gifts/Prizes/Awards Reporting Form, consider the following:
• describe the gift, prize, or award as explicitly as possible
• attach any supporting documentation
• provide the recipient’s name and UR ID number, as well as
  o purchaser’s name
  o department (“Law School – [insert organization’s name]“)
  o gift type and description (including purpose)
  o gift amount
  o date gift distributed
If, at the time of purchase, the recipient(s) of the gifts are unknown (i.e. door prizes or drawings), you will not be able to submit a request for reimbursement until that information is known. Accounts Payable will not process the reimbursement without this information or any supporting receipts.

8.5 Deposits

Please submit checks to the Budget Coordinator for depositing. All checks must be made payable to "University of Richmond."

8.5a Dues
Any dues collected by student organizations must be submitted to the Budget Coordinator for deposit. These funds will be kept separate from funds allocated by SBA.

8.6 Student Travel

8.6a Airfare
Airfare can be charged to the Law School’s credit card. Please see the Budget Coordinator to make reservations. You must have all of the following information before we can make any reservations:

- Name, phone number, email address, and date of birth for each traveler
- Destination(s)
- Travel dates
- Website/link to proposed itinerary OR preferred airline, departure, and return times
- Other travel requirements (i.e. hotel, ground transportation, event registration, etc.)

Note: names listed on reservations must match the traveler’s U.S. government identification.

8.6b Mileage
Students will be reimbursed for mileage at the University’s mileage reimbursement rate.

8.6c Meals
See Section 8.2 for more information about meal reimbursements.

8.6d Lodging
Students are not permitted Airbnb or similar rentals.

8.7 Guest Speakers

The University typically does not pay an honorarium for a guest speaker (see Section 6.9i). However, reimbursements for mileage and meals may be permitted and should be submitted within two weeks of travel. Please contact the Budget Coordinator to confirm before making any commitments to the speaker.
8.7a **Hotel Accommodations**

The Law School has a special rate at the Graduate Hotel. Hotel reservations should be made through the [Events & Communications Coordinator](#).

No Airbnb or similar rentals are permitted.

8.7b **Mileage**

Speakers are reimbursed for mileage at the University's mileage reimbursement rate.

8.7c **Travel**

If a speaker is not driving to/from the Law School, and instead utilizing airlines, bus, or train service, only coach travel will be reimbursed.

8.7d **Meals**

See Section 8.2 for more information.

8.8 **Exclusions**

The Law School will not pay for an organization to obtain a membership card to Sam's Club, Costco, BJ’s, etc., nor will anyone be reimbursed for paying a membership fee.
Event Planning Timeline & Checklist

As Early as Possible

☐ Choose a date
  - Submit request through EMS/Centralized Scheduling Service
    - Include as much information as possible
☐ Solicit speakers (see Section 6.9)
☐ Begin the MCLE application process (process can take 12-16 weeks from start to finish)
  - Contact Maureen Moran (mmoran@richmond.edu)
  - Once MCLE credit is received, update advertising and website

8 Weeks Prior

☐ Decide on food/catering needs
☐ Submit a Publicize an Event Form (if you did not already include this information in your original space request through EMS)
☐ Consider other ways of publicizing your event
  - Inviting alumni as guests (see Section 6.4e for guidelines)
  - Invited external audiences
  - Flyers and D-flyers
  - Email blasts
☐ Check in with speakers
  - Provide outline/talking points to your speakers
  - Assist speakers with travel arrangements (coordinate with Dean’s Office)
  - Request photos and bios of speakers for your publicity and introductions
  - Consult with speakers/special guests if they have any special dietary needs and communicate these to the caterer
☐ Reserve a parking lot by contacting the Events & Communications Coordinator

If the event is a named lecture, be sure to personally invite the donor (notify Assistant Dean for Communications and Director of Alumni Relations)

☐ Consider what gifts you would like to provide to your speakers
☐ Contact Events & Communications Coordinator if you would like to request that Dean Perdue introduce your speaker(s) or host any special meals at her house

6 Weeks Prior

☐ Work with Events & Communications Coordinator on publicity (social media, electronic monitors, posters, mailings, etc.)
☐ For photo arrangements, contact the Digital Media Manager to see if they are available
☐ If you’d like to have your event filmed, contact the Events & Communications Coordinator
  - Make sure you have a signed release form for any guest speakers for any photography or videography (see Section 6.6a)
☐ Apply for an ABC license (if needed)

2 Weeks Prior

☐ Arrange for someone to pick up speakers at airport/train station if arriving from out of town
  - If driving, provide speakers with parking passes (see Section 6.8)
☐ Arrange for nametags to be printed for all attendees
☐ Arrange for table tents (name labels) for speakers
☐ Prepare website with materials (if MCLE needed to distribute URL)
☐ Create and print day-of program
☐ Identify roles of all volunteers and train, if necessary
Create a day-of timeline and assignments
  o Include who will be introducing speakers, who will be escorting speakers, etc.
  o If security or police may be needed, contact the Events & Communications Coordinator

1 Week Prior
  o Contact the Police Department for cones if you’d like to reserve a few spaces in the parking lot for your guest speakers
  o Send speakers/attendees directions via email
  o Request parking directional signs from the Print Shop
  o Confirm travel details with all of your speakers
  o Print attendee list
  o Double check that all signed release forms have been submitted for your speakers

Day Before Event
  o Stop by the Dean’s Office to sign out any keys that might be needed
  o Provide welcome material at hotel for your speaker(s) (program, agenda, directions, etc.)

Day of Event
  o Make sure water is provided for speakers (see Section 7.2a)
  o If a meal is served, be sure to have someone gather food for your speakers

Place parking directional signs in strategic locations indicating the appropriate parking lot
Make sure you have enough trash cans available throughout the building

After Event
  o Return any keys to the Dean’s Office
  o Remove any directional signs posted on campus
  o Write and email thank you letters to your speakers (use this as an opportunity to request final expenses and receipts)
  o Send a post-event evaluation survey to attendees
  o Send list of alumni attendees and speakers to the Director of Alumni Relations
  o Conduct a post-event meeting with your organization board and store files in your Box
    o Include details such as:
      ▪ Important contact names and information
      ▪ Total attendance
      ▪ Makeup of attendees
      ▪ Best thing about the program
      ▪ Things you would have done differently
      ▪ Recommendations for repeating a similar program in the future
      ▪ Important evaluation comments from participants