

## Planning an Event, Meeting or Program

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The most important item when planning an event is to determine and clear the date with the law school by filling out a [DATE NOTIFICATION FORM](#) (DNF).

1. By filling out the DNF, we will track your event to help avoid conflict, secure space (if needed), push out for posting on SIP and relevant school calendars as well as alerting key dept. (AV, communication, CSO etc.) and be able to assist you with logistics if needed.
  - a. If you are organizing an event off campus, the DNF must still be filled out.
2. If you are serving or selling food, a [food permit](#) will need to be filled out.
3. If you are serving alcohol, you will need to use a licensed caterer with an alcohol permit – such as 3 Pillars.

### When to start planning or submitting forms?

- For a meeting – 1 week in advance
- If there is food / alcohol – 5/6 weeks in advance
- Program w/speaker – 4 weeks in adv.

### Considerations

Start planning early! The more advance you plan ahead, the better chance you have at securing your date and prefer location as well as promoting your event to the student body.

Be creative with your programs and fundraisers. Listen to the student body. What programs are your fellow students most interested in?

Must clubs have a focus or mission – stay true to your mission when putting together your programs.

### Collaborate!

Many groups also have overlapping interests when it comes to programs or events. Team up and share the workload. Not only within your student organization (not one person can do it all), but also within other groups.

### Will you be spending money on your event?

If you are an SBA affiliated group:

1. Requisition funds. You must complete an [Requisition Request](#). Each purchase / vendor must be encumbered for. AVOID spending your own money if possible.
  - a. Keep all ORIGINAL receipts!
2. If you are collecting money (selling merchandise, having a ticketed event, raffles, fundraisers) you MUST fill out the Ticket Event Data at least 10 business days prior to the event.
  - a. SBA E-Board will need time to sign the form
  - b. Fines will be imposed if not filled out within the specified time.
3. AFTER event, bring all original receipts and event documentation (flyer, email or FB event page) showing event took place to the SBA Treasurer, Rm 207, so vendors can be paid.

If you DO NOT receive funding from SBA, you must follow School of Law's processes through the state or foundation. The Director of Student Life can assist you with guidance.

### Promotion

All groups would like a good turnout for an event. It is key that the group promotes their event in addition to SIP. Consider flyers, a FB event page, additional forms of outreach – maybe tabling in the lobby. For larger event, a lobby poster can be made (cost involved) – but lead-time is key.

The Office of Student Life is here to help make your event or program a success! Stop in or schedule a meeting. Often additional brainstorming can help whether for new fundraising ideas or help with promotion or logistics.

### Calendar

Check out our [student calendar](#). You can see what is going on as well as upcoming events that are posted! Be sure to stay engaged.