

STUDENT EVENT PLANNING GUIDE

- Submit an event planning form.**

- Create a line item budget:**
 - Food and beverage
 - Venue fee (if applicable)
 - Equipment rental
 - Service charges (staffing, delivery, etc.)
 - Decorations
 - Speaker travel, lodging, transportation
 - Other potential expenses

- Ideas for revenue for your event:**
 - Ticket sales
 - Internal & external funding sources

- Submit applications to funding sources:**
 - Alumni Association
 - Student Bar Association
 - COGS
 - Diversity Services Office

- Plan location of event:**
 - Law School- which room would work best?
 - On Campus
 - Off Campus **Special permission required from OSE

- Plan Menu:**
 - Food delivered (pizza, sandwiches, etc.)
 - Snacks, beverages, desserts
 - Plates, silverware, cups, etc.

- Decide how to publicize event:**
 - Student groups are responsible for invitations and publicizing their own events
 - Review graphic standards guide
 - Daily Docket announcement
 - Posters and fliers
 - Paper invitations

- Plan guest speaker logistics (if applicable)**
 - Invite guest speaker
 - Script and Itinerary
 - Speaker gifts (\$30 limit each)
 - Parking for speakers (not students)
 - Book speaker travel, lodging, transportation

- Plan event logistics:**
 - Room/table layout
 - Registration or welcome table
 - Program and Itinerary
 - Speaker travel (if applicable)
 - Set up water at each speaker's seat