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