SPECIAL EVENT HANDBOOK

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BEFORE PLANNING AN EVENT

Before dedicating your time and efforts to the event planning process, begin with the event date selection and room reservation. Be sure you have brainstormed your event purpose with members of your organization. While the idea of the event may sound alluring, it is essential you seriously evaluate the feasibility and likelihood of your event’s success. Specifically, ensure your organization has enough representatives who can dedicate the time and commitment to see the event through the entire planning and execution process. Having enough lead-time to properly plan the event is essential to its success no matter how committed your leaders are. Lastly, ensure your organization has the adequate funds to plan the event successfully and optimize its benefits or has the ability to secure additional funds through fundraising activities or other resources.

Things to know before you begin:

- All law school departments and student organizations affiliated with the Dedman School of Law MUST use the template in Schedule.SMU to submit requests for room reservations.
- Schedule.SMU is only accessible with SMU user ID and password.
- In order to allow time for announcements and maintenance notifications for heating and cooling purposes, please try to reserve space at least two weeks in advance. Remember the greater lead-time for an event ensures a greater likelihood of an optimal outcome.
- Allow 48-72 hours for confirmation of your space request.
- Contracts for vendors coming on campus or for off-site events, require approval by the Dean’s office and by the Office of Legal Affairs. Please turn in all contracts 6-8 weeks prior to the event date to Lynn Dempsey ldempsey@smu.edu. See page 10 for specific details.
- Requests for the current semester will ONLY be considered after all class schedules have been finalized in Schedule.SMU. Also, at the beginning of each semester, Law School Department events will be given priority. When most department events have been scheduled, then organization events will be considered for approval. There are exceptions, i.e. when the law school will host national competitions, events approved by the Dean’s office, etc. Contact Rebekah Bell at 8-4177 or rbell@smu.edu to discuss specific details.
- The Dean’s Suite may pre-empt a room reservation in certain rooms for special speakers and events. In this unlikely event, we will work with you to find another place or date for your group’s meeting. Please contact Rebekah Bell as directed in the previous section.
- The SBA Secretary will use the information you submit when reserving a room to generate the all-law announcement for your event. Thus, be specific in stating what student organization you are reserving a room for and what event will be held.
- IMPORTANT - Find a cleanup team from your organization – see Housekeeping Procedures on page 10 & 11
GUEST SPEAKERS

- Guest speakers are welcomed and encouraged.

- Prior to inviting a guest speaker for ANY event and making arrangements to pay for a flight, hotel, etc., you MUST check all calendars and be sure the classroom and event space is available. Should you need to provide your guest with optional dates, be sure to check with Rebekah Bell to make arrangements to tentatively reserve your space until final dates are chosen.

- DO NOT book flights for a speaker until you have confirmed the room reservation. Prior to submitting your room request for final approval, you must represent that you have checked and verified all schedules and received any required permissions i.e. budget approvals, faculty advisors, etc.

- If a speaker’s fee is going to incur the student organization a significant cost, it may be possible to pool funds with and partner with other student organizations to pay for your event.

- The SBA Student Development Committee is often overlooked as an option. This is a frequently underutilized group that has SBA appropriated funds and may be able to assist in funding your activities.

- When selecting a guest speaker, the time and date of your event is critical. Keep in mind that to maximize the best use of your funds and their time, major events should be scheduled at a time and date that will not conflict with University holidays or any mandatory student events or meetings.

- In order to maximize student attendance during lunch hour events, we try to minimize overlap between student organizations and Law School departments. For example, if you are hosting a panel with former law clerks who will be discussing their experience, then we would not want you to host your event on the same date that the Faculty Judicial Clerkship Committee holds their information session.

Tips for Inviting a Guest Speaker:

- Communicate clearly to the potential speaker the event’s purpose and intended audience and the desired duration for their speech.

- Let them know the time, date, and location of the event and the expense and travel arrangements that will be covered or not covered.

- Confirm all arrangements including the date and time and expenses in writing.

CAREER-RELATED PROGRAMS AND EVENTS

- The Office of Career Services encourages student organizations to organize career-related programs based on your organization’s practice area or other
focus. Student organization programs educate students about different practice areas, skill sets, professionalism and more. They also help your members connect with practicing attorneys and provide networking opportunities for students.

- To encourage your organization to present programs, Career Services will fund up to $200 for your organization for one career-related program this academic year. If your organization wants to host a career-related program, please contact Rey Rodriguez (reyr@smu.edu) if you have questions. See the form here.

- Please note that your organization is responsible for organizing the event, inviting speakers, reserving a room, forwarding event information to the SBA Secretary for inclusion on the law school calendar and ordering any food.

- Students have requested that programs not be held the last few weeks prior to the end of classes. For this reason, the SBA and Career Services will not hold programs after November 1st in the fall semester or after April 5th in the spring semester. Programs are typically scheduled at 12:30-1:30 pm or 5:00-6:00 pm. All program dates and times must be cleared in advance through Rey Rodriguez.

- Career Services has designated Wednesday’s as the day to host the Government Practice Series. If at all possible, do not plan speakers or panel discussions related to government practice on these dates.

**STEP ONE: SELECTING AN EVENT DATE**

Before requesting your event space, you should review the Law School Master Calendar, the Course Schedule, and Schedule.SMU to make sure there are no conflicts. Event room availability is allotted on a first-come, first-serve basis.

*Remember, scheduling a major event at the same time as makeup classes or mandatory meetings, when students may not be available to attend your event, does not maximize the best use of your speakers, their time, and your funds.*

Please complete the following steps to select your event date.

**Check the Law School Master Calendar**

- Review the Law School Master Calendar to select the best date and time for your event and avoid any conflicts.
- The Law School Master Calendar is located under the “quick links” on the SMU Law home page.
Check the SMU Law Course Schedule

- Review the SMU Law Course Schedule to select the best date and time for your event and maximize attendance by avoiding timeframes that conflict with students’ classes as much as possible.
- The current SMU Law Course Schedule can be found by visiting the SMU Law home page under Students<Academic Resources then scroll down to Links<Course Schedules & Information<Course Block Schedule.

Check Schedule.SMU

Follow the procedure in “Step Two: Room Reservations” below. **If there are conflicts with an event that the Dean’s Office or the Office of Career Services is sponsoring, please contact Rebekah Bell, rbell@smu.edu or 214-768-4177, to get permission to hold your event at that time. If you are planning a major event or wish to invite a high profile guest, multiple speaker panel discussions, conference, etc., you should also contact Rebekah Bell for assistance.**

**STEP TWO: ROOM RESERVATIONS**

Once you have consulted the master calendar to ensure there are no conflicts with your event date, you are ready to request a room using Schedule.SMU.

To request a room reservation, please follow these steps.

(If you need to reserve multiple rooms and multiple dates, i.e., moot court competitions, call Rebekah Bell at 8-4177 first for special instructions.)

1. Type “http://schedule.smu.edu” in the URL address box.
2. Click on the “Launch Now” block on the left hand corner.
3. Sign in with your User ID and Password
4. To view events and classes already scheduled, **Click** on “Calendars” in the top row and choose “Scheduling Calendars” in the drop down box.  
   --If buildings/rooms in the Law Quad are not on the list on the left side of the screen, proceed as follows: **On the right hand side, there is a box labeled “calendar” with a drop down arrow, click on the drop down box and choose “Law Region.” Let the screen refresh. The new screen should reflect the four law school buildings and the space available.**
   On the upper left side is a small calendar, choose the date you are hoping to reserve. If the space is available, continue below with #5. If the date, time or classroom is not available, choose another date.
5. Once date is determined to be clear, choose “Events” from the top row. From the drop down box, choose “Event Request.”
6. **Click** on the drop down arrow under “Event Request Wizard” and choose “Law School Events Room Request,” and **click** “next.”
7. Under **Event Information**, fill in the blanks for your name, SMU ID (optional), email, contact phone, department, and title of event including the student group name.

8. Under **Meeting Information**, the Meeting Name will be filled in from above, then **click** the drop down box next to Meeting Type. Choose the appropriate description for your event. **DO NOT FILL IN “Max Attendance.”**

9. Under **Meeting Recurrence**, **click** on the drop down box next to “Start Time” and “End Time.” (If your increments of time are not listed you may highlight the minutes and type in the time you need, i.e. 3:20, 4:50) **Click** on the date of your event so it is highlighted in light blue. Then **click** “create.” A line of data showing your event request will appear in the **Meetings** section to the right. Review the information for accuracy. If not, go back to “meeting recurrence” and fix the discrepancy.

10. Under **Meetings**, in the section on the right bottom of the page, after verifying that data for your room request is correct, **click** the box at the beginning of the line to get a check mark. Then **click** assign/request rooms. A list of the available rooms will appear in a box. Choose the room you want for your event. If the room you want is not shone, check for page 2. Available rooms will be listed as “available.” Once your selection is made it will change to green and show “selected.” Unavailable rooms will be shown in red. When your choices are complete, **click** OK at the bottom of the box.

11. **Verify the information, then go back to the top and click “Submit Request.”**

For questions regarding technology, send an email to [lawtechgroup@list.smu.edu](mailto:lawtechgroup@list.smu.edu).

If you know what AV is necessary for your event, contact the Law School Technology Team at [lawtech@smu.edu](mailto:lawtech@smu.edu) to create a ticket.

If your information has been submitted, you will receive the following message:

1. “Your room request has been submitted. When sending a request, please allow 24-48 hours for a response…..If you need to modify/cancel a room request, please e-mail lawevent@smu.edu.”

2. An email from [noreply@smu.edu](mailto:noreply@smu.edu) with information about your request. Please be sure to check the section labeled “meeting” to be sure your request was submitted correctly.

3. When your event is approved, you will receive an email stating it was approved in RE: line “requested event has been approved.”

*If you need additional help using Schedule.SMU, do the following: Open Schedule.SMU, then click the launch button, there are 4 tabs on the top left side, choose the first tab “Astra Home.” Click on the box in the middle of the page. Choose Basic Help. Under the section “Requesting Rooms,” click on “requesting rooms for events” link and print.*
STEP THREE: SBA Approval and Publicizing Your Event

Information you will need prior to submitting the SBA Event Submission Form:

- Your Name
- Organization you Represent
- Event Title
- Expected Attendance
- Event Date
- Room you have reserved and received approval for
- On or Off Campus Event
- Event Time
- Food
- Guest Speaker
- Detailed Description of the Event
- Backup contact name

ON CAMPUS EVENTS - Once you have received confirmation for your room reservation, fill in the SBA Event Submission Form linked here: [http://sba.law.smu.edu/Event-Registration.aspx](http://sba.law.smu.edu/Event-Registration.aspx). Do NOT request to add your event until after you have received confirmation for your room reservation.

The SBA Secretary will add the event to the 1) Master Calendar, 2) forward the information to *The Brief Online* and 3) use the event information to send an all-law email.

OFF CAMPUS EVENTS - Once you have received confirmation that your contract (see Contracts section later in Handbook for proper procedure) has been approved, send information (see list above) to SBA Secretary. This information will be used for the Master Calendar, forwarded to *The Brief Online* and used in all-law email. Be specific regarding the name of the event, student organization, etc.

*Proper promotion of your event is essential to ensure optimal attendance and ensure event success. Keep in mind the purpose of your event as well as the intended audience and determine the best way to reach that audience. For minimal publicity, emails to organization membership, brief online announcements and the all-law announcements may be sufficient. For increased publicity for larger events with prominent speakers or multi-panel discussions, flyers and invitations are encouraged.*

Brief Online Announcements

- For student events, event planners should send their information to the SBA Secretary no later than two weeks prior to an event. The SBA Secretary adds these events to the Master Calendar and submits the announcements to the Brief Online. ALL events MUST be placed on the Master Calendar.
• **Faculty, staff, or outside organizations** holding a law school event should send an announcement **no later** than two weeks prior to the event to Betty Alexander at bettya@smu.edu to have the event advertised in *The Brief Online*.

Digital Announcements

• The Master Calendar is the source of information for events that will be placed on the digital screens. **NOT ALL EVENTS** will be announced on the digital screens.

Online SBA Announcements

• The SBA Secretary uses the calendar generated by the Room Reservation Form and the Google Form submitted in composing the all-law announcements. **DO NOT** email the secretary directly asking that your announcement for on-campus events to be placed in the all-law announcements.

• As noted in the room reservation section, the SBA Secretary will use the information you submit when reserving a room from the Google form. Thus, be specific in stating what student organization you are reserving a room for and what event will be held. If you would like certain language for your announcement, please include it in the comments section at the bottom of the form.

Career Services Online Announcements

• To publicize career-related programs, email the flyer for your event to Rey Rodriguez in the Office of Career Services at reyr@smu.edu. The Office of Career Services will be happy to include your flyer in its weekly announcements.

Flyers

• Student organizations may post flyers for their event after receiving approval from the SBA. Email your flyer to Julia Gasc (jgasc@smu.edu), SBA Secretary, at least one week in advance of your event. Once you’ve received approval from the SBA secretary, you may print your flyers.

• You may place flyers in the cabinets or bulletin board in Florence Hall, Underwood Law Library pit, or on the bulletin board on the lower level of Storey Hall.

  • **DO NOT** put up flyers that have not been approved by the SBA.

  • When placing flyers in the cabinets or bulletin boards, **DO NOT** cover flyers already in place. You may move flyers around if it is necessary to make room for your flyer.
· DO NOT remove flyers that belong to another organization.

Organizations who violate the process will lose their privileges for future events. On a weekly basis, the SBA will remove flyers that have expired.

The cost of producing flyers comes out of your organization’s budget. Please observe proper funding procedures before printing flyers.

If you have any questions regarding making or posting flyers, do not hesitate to contact the SBA for further assistance.

*Tip: When producing a flyer, ensure that you have the correct date, time, and location on all of your flyers to avoid any confusion that would minimize your attendance. While this may seem automatic, it is essential to proofread! You want to communicate clearly and effectively the purpose and objective of your event.

SPECIAL EVENT NEEDS AND POLICIES

Alcohol

· Serving Alcohol? Special permission is required to serve alcohol at your event. Please contact Steve Yeager, Assistant Dean of Student Affairs at syeager@smu.edu regarding specific approval.

· The event or activity should not be centered on the consumption of alcohol, nor should it be a motivating factor for participation. No one under 21 years of age will be served. At a minimum, heavy appetizers should be served at events where alcohol is consumed, as well as an option for non-alcoholic beverages should be offered.

Audio-Visual

· Depending on your specific event, you may need audio visual assistance. Should you need audio or visual technical support for your event, answer Yes on the room reservation form on Schedule.SMU. On the request, fill in as much information as you know. If you know you will need support but are not sure about specifics, be sure to include that and contact lawtech@smu.edu. The law school’s information technology staff will be happy to assist you with your event needs. The IT staff offices are located on the third floor of the Underwood Law Library. Remember to include any technology support staff helping out in your catering meal count.
Catering

- Serving Food? SMU Catering is servicing the Godwin Gruber Lawyer’s Inn in Carr Collins Hall. If using SMU Catering, requests for catering should be contacted: SMU Catering at 214-768-2368 or email at catering@smu.edu. For copies of the menu: http://smucatering.com/menu.html
- When using outside catering, be sure that sauces are in a pre-packaged container to eliminate spills.
- Pizza is allowed with the understanding that if a piece falls on the carpet, it should be cleaned up immediately. Betty Alexander at bettya@smu.edu, is to be notified so that proper cleaning can be done. ALSO, in order to keep pizza from falling, the student group should ask for stronger plates from the pizza company....not napkins or the flimsy kind that are usually supplied. When students are juggling, drinks, backpacks and other items all at the same time, flimsy plates are often the reason for the spill.

Contracts

- All contracts, whether for an outside venue or outside vendor, should be forwarded to Lynn Dempsey at ldempsey@smu.edu for approval by the Dean’s office and SMU Office of Legal Affairs. ALL contracts should be made with Southern Methodist University on behalf of SMU Dedman School of Law as the name for the contracting party. Provide the contract to Lynn Dempsey 6 to 8 weeks prior to the event and should be sent in a Word document and not in pdf format. Under no circumstances should a contract for an event be sent directly to Legal Affairs.

Grounds

- Any function that will utilize outside grounds in the law quad will need to be scheduled first through Schedule.SMU. A Use of Grounds Permit Form must be completed and signed by the police, risk management, and grounds departments. To get a copy of this form, go to http://www.smu.edu/~media/Site/StudentAffairs/StudentActivities/forms/Use%20of%20Campus%20Grounds%20Request%20Revised%20February%202015.ashx?la=en and contact Betty Alexander in the Dean’s Suite at bettya@smu.edu should you have questions.

Housekeeping Procedures

- At the conclusion of your event, the space should be cleaned up and returned to its original condition. It is your responsibility to clean up after your group. When utilizing a classroom, keep in mind there will be classes after your meeting and failure to cleanup will affect the students using the classroom after you. Appoint a clean-up person/committee depending on the event size prior to the day of your event. For large events requiring extra trash pickup, please contact Betty
Alexander at bettya@smu.edu for arrangements. Failure to clean up properly will affect your ability to reserve a room in the future!

- **If your organization hosts an event in either Hillcrest or Walsh in Underwood Law Library, trash cans should be placed outside the class in the Pit area for trash collection.** Oversized trash containers will be located in the vending machine area for your use. Before your event, bring the empty containers from the vending area to the area OUTSIDE the classroom (DO NOT put them in the alcove area). Facilities staff will pick up the trash at their normal pickup; however, if after using all the containers allocated for this purpose, the trash cannot be contained within the trash cans, then call Betty Alexander at 8-2620 and ask for a special trash pickup so that trash and smells do not linger – remember, the space should be cleaned up and returned to its original condition for the group coming after you.

**Parking**

- Depending on the size and type of your event, you may need special parking for speakers or other outside attendees. Should you require additional parking, please contact Betty Alexander, bettya@smu.edu, **no later** than two weeks prior to your event for arrangements. She will determine the most suitable options for your event based on the number of guests planning to attend. If you need parking for more than five guests, she will need to make special preparations with Park ‘n’ Pony. An account code will be required for parking fees applicable per car. A parking pass must be placed on the guest’s car. Further, a representative from your organization should plan to meet and escort your guest from the garage or lot where they will park.

**Non-Law School Room Requests**

- Should you need to reserve rooms in other buildings on campus, not located in the School of Law, please refer to the University Registrar’s Room Scheduling Request Form in Schedule.SMU.

**Safety and Risk Management**

- All special events involve some level of risk. Proper safety and risk management planning by the event coordinator will insure events held by student organizations run smoothly and safely. If you are inviting outside vendors on campus, they **MUST** have special event insurance. All outside vendors coming onto our Campus are required to show proof of Liability Insurance coverage at a minimum of $1,000,000.

- Special events insurance (also known as Tenant User's Liability Insurance Policy - TULIP) may be purchased for organizations that host activities that are not included in the University’s insurance program. This program provides liability coverage and legal defense for negligence brought on the grounds of
mismanagement, improper security, misleading representations, or failure of equipment/fixtures. Other coverage may be purchased at an additional cost. The Office of Risk Management is unable to provide pricing or premiums for this coverage. However, you may obtain a quote by going to this website https://tulip.ajgrms.com; and clicking on “Get a Quote” which will take you through the process and provide pricing prior to purchasing coverage. Be sure this amount is included in your budget.

- Please contact the Office of Risk Management: 8-4047.

EVENT BUDGETS AND FUNDING

SBA Funding and Reimbursements

- Budget packets are due June 24th. The Finance Committee will meet over the summer and allocate budgets at the end of the summer.

- Reimbursement forms are available outside of the SBA office, lower Storey Hall room 24A. When submitting reimbursements to the SBA:
  
  o Payor must submit a W-9 form the first time he/she submits a reimbursement. This is required for tax purposes. W-9 forms are available online and outside of the SBA office, lower Storey Hall room 24A.
  
  o Use the SMU tax exempt form when paying for event items. Organizations will not be reimbursed for taxes.
  
  o Keep itemized receipts of all expenditures. The SBA does not fund alcohol. Thus, a receipt stating “food and drink” will not be accepted. It must have specifics “taco, chips, etc.”
  
  o The SBA does not fund debt. Reimbursements within an organization’s allocated budget are not considered debt. However, if a student organization exceeds its budget (e.g. a budget of $500 and spends $600) the SBA will be unable to reimbursement the additional $100. If your organization needs additional funding, come to the SBA before the expenditure. See below.

- Additional funding is available to an active organization that has used its money in an efficient manner for a scholarly purpose. Please contact a class representative to sponsor and help write a bill for additional funding. Submit the bill to the SBA Secretary (jgasc@smu.edu) and it will be added to the agenda for presentation at the next scheduled Voting Counsel meeting. VC meetings are held on Wednesdays at 5:15pm (location TBD).
• For questions regarding SBA funding, please refer to the guide submitted to all organizations and committees during the summer on June 28 from Julia Gasc.

**Outside Funding**

• Please DO NOT seek outside funding from a law firm, corporation, etc. without first consulting with the SBA President and Vice President! They will contact the appropriate SMU Dedman School of Law Development Officer for approval.

**Additional Funding**

• The Student Bar Association is here to serve YOU. If your organization runs out of funds before the year is over or an event has unexpected or increased expenses, please contact the current SBA Representatives to the Student Senate.

• After requesting Student Senate funding, if you need additional funds, please contact a Voting Council Member to write a bill for the additional funding. A list of the voting council members may be found at: [http://sba.law.smu.edu/student-leaders/voting-council.aspx](http://sba.law.smu.edu/student-leaders/voting-council.aspx)

*Note – Please keep in mind that submitting a bill for additional funding is for emergencies only. Do not plan on using the Voting Council as a means to supplement your budget.*

• Once you have worked with a Voting Council member to write the bill, the bill should be submitted by the sponsoring representative to the SBA Secretary, no later than noon of the Monday prior to the meeting. At the meeting, a representative of your organization and the sponsoring Voting Council member will present the bill to the Voting Council.

*When a need for additional funding is legitimate and well articulated to the Voting Council, there is a high success rate for requests to secure additional funding. Please contact the SBA president for more information about requesting funding for your organization after the budget period.*

The SMU Dedman School of Law Finance Office is located in Storey Hall, Room 126. Information regarding accounting codes and reimbursement policies can be obtained from Roland Webb, Director of Finance [rwebb@smu.edu](mailto:rwebb@smu.edu), and Cheryl Cothrum, Assistant Finance Officer [ccothrum@smu.edu](mailto:ccothrum@smu.edu).

**EVENT CANCELLATIONS**

• If you have already received a room reservation confirmation, and you need to reschedule or cancel an event, please contact Rebekah Bell, [rbell@smu.edu](mailto:rbell@smu.edu) as
soon as possible. Be sure to notify other vendors or departments of your cancellation, i.e. Lawtech, SMU Catering, etc.

• When an event must be cancelled or rescheduled, it is essential to notify and inform all attendees and potential attendees and speakers as timely as possible!

CONTACT INFORMATION

Student Bar Association
Remember, we are all here to help your organizations. The strength of the SBA is entirely reliant on the organizations we fund. The SBA officers are always only an email away. Please, do not hesitate to contact us.

http://sba.law.smu.edu/Home.aspx

SMU Staff
Steve Yeager, Assistant Dean for Student Affairs syeager@smu.edu.
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