**Student Organizations Planning an Event**

*(Compiled by Student Services – Fall 2017)*

* **Determine Date**
* Check the law school building calendar (<https://pennstatelaw.psu.edu/cal/>) and University calendar ([http:// events.psu.edu/](http://www.events.psu.edu/)) for conflicting events
	+ Check date with Lisa Reihart in the Dean’s Office (lmr21@psu.edu) if the Dean’s attendance is requested
* **Reserve Space**

**For internal events:**

* + Check the room schedule on the intranet for available space (<https://pennstatelaw.psu.edu/cal/>)
	+ Reserve space by clicking on the room column at the time you’d like to reserve. This will bring up a room reservation form. Please complete all items to ensure your event information is accurate
	+ Do not announce your event until you’ve received confirmation of your room reservation

**For external events:**

* + Any contracts must be cleared through PSU Risk Management. Please forward any contracts, including DJ, to Student Services
* **Invite Speaker**
	+ This may be step #1 if the event date is determined by speaker availability
	+ Speaker travel (Student Services can help with this step):
		- Reserve hotel accommodations
		- Make flight/car reservations
		- Arrange airport pick-up and drop off, if necessary
		- Request required receipts from speaker
		- Follow-up with a thank you note to speaker
* Complete all necessary paperwork for each speaker (University Scholar Agreement and Non-Employee Travel Form) for each speaker
* **Transportation**
	+ Bus transportation for large groups can be arranged through Student Services
	+ Fleet services mini-van may be available for small-group transportation. The following restrictions apply:
		- The mini-van holds 7 people and must be driven by a student/staff/faculty member who is over 21, has a valid driver’s license, and is on university payroll. It is available on Friday, Saturday, and Sunday
* **Ordering Food/Catering**
	+ Student Services can order food/catering when approved funding and forms have been completed Contact Mary Beth Aber (mba11@psu.edu) in for instructions and/or assistance
	+ For orders such as pizza or sandwiches, a one-week notice is requested. For catering orders, advance notice of 1-2 months is required
	+ Detailed receipts and a list of attendees must be provided after the event
	+ You must use approved vendors and follow PSU Policies
* **Advertising**
	+ See the website for information on promoting an event: [https://pennstatelaw.psu.edu/intranet/current-students/promoting-student-organization-event](https://pennstatelaw.psu.edu/intranet/current-students/promoting-student-organization-event%20)
* **Event set-up**
	+ Request event set-up through Randy Fulton (rjf9@psu.edu) or Mary Beth Aber (mba11@psu.edu) 1-2 weeks in advance
	+ Event clean up is the responsibility of the student organization unless requested in advance from building maintenance