Student Organizations Planning an Event
(Compiled by Student Services – Fall 2015)

- **Determine Date**
  - Check the law school building calendar ([https://pennstatelaw.psu.edu/cal/](https://pennstatelaw.psu.edu/cal/)) and University calendar ([http://events.psu.edu/](http://events.psu.edu/)) for conflicting events
  - Check date with Susan Kutz in the Dean’s Office (sqk7@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/](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)

- **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