

Student Organizations Planning an Event

(Compiled by Student Services – Fall 2015)

- ❑ **Determine Date**
 - Check the law school building calendar (<https://pennstatelaw.psu.edu/cal/>) and University calendar (<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/>)
 - 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>
- ❑ **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