2018–2019
EVENT GUIDELINES

GENERAL POLICIES

• When planning an event, always identify multiple dates/times that could work
• Student groups are NOT permitted to hold events Mondays from Noon to 1:15pm
• If you are collaborating with a non-Law student on an event, the point of contact must be a Penn Law student, and that student must be present at ALL planning meetings, as well as all portions of the event

IMPORTANT CONTACTS

Melissa Satchell
Student Events Coordinator
msatchel@law.upenn.edu

Kathleen Sinnott
Assistant Director of Facilities Events
ksinnott@law.upenn.edu

Chris Olson
Senior IT/AV Support Manager
tolson@law.upenn.edu

Ian Semmler
Senior Business Administrator
ismeemler@law.upenn.edu
Are you hosting a small event, or a large conference/symposium?

**Small Event**
A small event is classified as anything less than 3.5 hours and includes but is not limited to: lunchtime events, panels, guest speakers.

If you are planning a small event, you MUST submit a Small Event Proposal Form at least two weeks prior to your requested event date.

**Large Conference or Symposium**
A large event is classified as anything over 3.5 hours and includes but is not limited to: conferences and symposia.

If you are planning a large event, you MUST submit a Major Event Proposal in May for Fall events, and in July for Spring events.
FUNDING

- Student groups may request funds from Student Affairs through the Dean’s Speaker Fund or Collaboration Fund, the Career Planning and Professionalism (CP&P) office, and International Programs
- Student groups should apply for funding several weeks prior to needing the funds

Please visit the Event Planning page for links to the various funding applications.

ALCOHOL AT EVENTS

- Alcohol may NOT be served at events prior to 4:30pm
- Alcohol in classrooms is prohibited
- NO Kegs permitted
- All events with alcohol MUST acquire a professional bartender. You may hire a bartender through the caterer that you are using for the event, OR a University bartender. Student Affairs will cover the cost for a University bartender.
- Any event involving alcohol must include an academic component
- Student groups having alcohol at an event must complete and submit an Alcohol at Law School Event Form to Melissa Satchell.

Please visit the Event Planning page for information on securing a University bartender, as well as completing the Alcohol at Law School Event Form.

TECH NEEDS

- If your event requires the use of technology, please contact Chris Olson in ITS (ctolson@law.upenn.edu) to review your needs

For more information regarding ITS resources for event planning, visit the Penn Law Information Technology Services webpage.
FACILITIES

- Always leave the room you are using as you found it (put trash in bins, erase whiteboards, etc.)
- If you have a spill or mess, please report it to Facilities (Golkin 102)
- DO NOT move any furniture

COMMUNICATIONS

- Comms oversees the On the Docket system
- Comms can provide your group with graphic design support to prepare flyers, posters, graphics, etc.
- Comms does not have a printer for student use
- If you would like your event to be on the Penn Law homepage, contact Emily Brennan at emib@law.upenn.edu.

For more information, visit the Penn Law Communications webpage

CLE

- Continuing Legal Education can attract practitioners to your events - any event with an educational component can be eligible for CLE
- Submit materials for accreditation review 3-4 weeks prior to your event

For more information, visit the Penn Law Continuing Legal Education webpage

ADVERTISING

- No advertising alcohol at events
- Be sure to submit your event to On the Docket, as well as the web events calendar