



**Penn Law**  
 UNIVERSITY of PENNSYLVANIA LAW SCHOOL

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  
 ctolson@law.upenn.edu

**Ian Semmler**

Senior Business Administrator  
 isemmler@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](mailto: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