2019-2020

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 1:15 pm
• 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
• ALL student group events require a Student Group Event Proposal which can be located on the event planning portion of our web page

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
What type of event do you want to host?
FUNDING

- Student groups may request funds from the NEW unified funding form. The form now covers grants from the Dean's Speaker Fund, the Collaboration Fund, COP, CP&P, International Programs, and TPIC.
- Student groups should apply for funding several weeks prior to needing the funds

Please visit the Event Planning page for the link to the unified funding application.

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
- If you are recording your event, ensure anyone that has a speaking role submits a Video Release Form at
• https://www.law.upenn.edu/live/files/5794-video-release-form
• Contact Rebecca Anderson (randers@law.upenn.edu) with any questions or concerns.

**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

• Communications can provide your group with graphic design support to prepare flyers, posters, graphics, etc.
• Communications does not have a printer for student use
• Communications oversees the On the Docket system if you need guidance or assistance.

**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
- Create a community board slide to publicize your event!
- Please note - publicity does not start until you have your materials in hand, so please plan ahead!