

UNIVERSITY OF DENVER

Sturm College of Law

Planning Successful Events

FOR EMPLOYEES

☞ **Choosing Your Event Date**

Dates can only be scheduled after each semester's course schedules have been finalized. (This is usually a month prior to the first day of classes.) However, room reservation forms can be submitted to place you in a queue. Requests will be subordinate to the academic calendar, exam schedules, university closures, and all holidays.

☞ **Booking**

Use your pioneer ID number and password to submit an online request at <https://reg25web.du.edu>. All SCOL sponsoring organizations are under SCOL and all available spaces are under LAW. If you require assistance in choosing your event location, contact Lauri Mlinar at (x16139) or email her at lmlinar@law.du.edu. Remember that all space, including hallways, foyers, corridors, and outdoor areas must be booked. Please also be sure to remove any tentative holds placed on spaces as soon as decisions are made.

Be aware that study rooms and private conference rooms cannot be booked using this procedure. Study rooms are booked through the library at <http://www.law.du.edu/library/studyrooms/> and private conference rooms are booked through their individual departments.

Please understand that, even should a space be available, other events occurring on the same day may conflict (overlapping invitation lists, parking, set-up, a/v equipment needs). The events department can help you avoid these conflicts, so that resources for your event are not limited.

If you plan to use off-campus space for your event, handicap-accessibility must be considered. In house event planners requiring assistance should call Lauri Mlinar (x16139). She can help and identify any barriers that might impede disabled guests.

☞ **Meeting with Events Director**

Lauri Mlinar, Director of Events, is happy to meet with you in person, by phone, or by email. When contacting her about your prospective event, please have the following information ready:

- Name of the hosting department/organization;
- Preferred method of communication;
- FOAP number(s);
- Amount of available funds (if the budget is pre-set);
- Date, time, and location of the event;
- Type of event (meeting, luncheon, etc.);
- Approximate number of attendees; and
- Special concerns or requirements.

Many aspects of planning your event can be handled over the phone or via email. Certain events, however, may require that you make an appointment to see Lauri Mlinar in person. Please remember that the first contact with her must occur early enough to provide advance notice to other departments who provide supportive services. (Custodial, a/v, catering.) We suggest at least 30 days notice.

☞ **Meeting with Continuing Legal Education Director**

Max Eckstein, Director of Continuing Legal Education (CLE), will welcome any questions and gladly meet with your group to discuss the process of obtaining CLE credit for your event. Prior to meeting with CLE about your prospective event, please fill out the Application for Accreditation of CLE Activity found on the CLE website.

While many aspects of planning your event can be handled over the phone or via email. The CLE Team would certainly like to meet with you in person to better serve your needs. Please remember that the application for CLE activities must be turned in at least 30 days prior to your event to provide advance notice to other departments.

To the extent possible the CLE Team can be your “one-stop shop” for any student based CLE program. If you have any questions feel free to contact Max Eckstein at meckstein@law.du.edu; call (x16525); or stop by Suite 405.

☞ **Advertising Your Event**

Employees may request that their event be placed on the electronic bulletin by the elevators. Please e-mail an events person with the title, date, and time of the event.

☞ **Physical Set-Ups**

The physical plant requires a 5 day written notice for all set-ups, regardless of the size of the event, and will either refuse the set up or charge double. The events office can help you with all set-up/arrangements. Please contact us **at least** 8 days prior to the event to discuss your set-up needs. If your event requires major set-up or rentals, please contact Lauri Mlinar well in advance.

☞ **Sodexo Catering**

Sodexo offers catering services to all departments within the University of Denver and also services outside groups holding events on our campus. Sodexo requires a minimum of 72 business hours advance notice for all events. If you plan to use Sodexo’s services in conjunction with Lauri Mlinar’s assistance, please give her appropriate lead-time to place your order with Sodexo before the 72 hour deadline.

☞ **Other Catering On-Campus**

Hosting departments/organizations may use many different restaurants and catering companies, but a full-service caterer must be used if alcohol will be served during your event. The events office can provide advice and guidance to hosts regarding the most appropriate caterer and manner for providing food to their guests within their budgetary constraints. We can also provide recommendations of outside caterers, as well as, assistance with the bidding process.

☞ **Food policies/classrooms**

There are several restrictions for eating in classrooms. You may order food for the first floor classrooms only, excluding room #165. Beverages may not be ordered by event hosts for *any* event held in a classroom. Hosts can suggest to their guests to bring their own covered beverages. Food which does not require utensils, such as pizza, sandwiches, wraps, etc. are all considered appropriate classroom fare.

☞ **Alcohol Policy**

The events office must provide the alcohol for your event. Alcohol can only be handled internally by Events office staff or catering staff. It is the hosts right to choose the level of quality/brand from the event office's stock.

☞ **Risk Management and University Counsel**

<http://www.du.edu/risk/> or <http://www.du.edu/counsel/>

Many events now need to be approved through the Office of Risk Management and the University Counsel's office.

If you are using an external vendor or having your event at a location outside of the law school, the vendor must provide the university with a copy of their general liability insurance and workmen's compensation form with the "The Colorado Seminary, which owns and operates the University of Denver and its Sturm College of Law" named as "additional insured." The university requires a certificate of insurance in minimum amounts of \$1 million dollars per occurrence; \$2 million dollars aggregate for general liability. If you are co-sponsoring an event with a third-party organization the university will also need proof of insurance and a reservation form regardless of the exchange of consideration.

☞ **The Day of Your Event**

Hosts should visit their event site to check for accuracy of set up and cleanliness before the event start time. The events office makes every attempt to check event locations prior to start times, but cannot always promise this safeguard, depending on the number of other events occurring at the same time and other time constraints. If your event site is not as agreed upon, please call Lauri Mlinar at (x16139). If she is unavailable, please call Custodial Services at (x14819). For evening events, it is important to inspect your event site as early as possible, as our custodial crew becomes is reduced after 4:00 p.m.

At many events the events office staff stop in to observe the physical set-up and to evaluate the accuracy and quality of the food order. However, the *host organizations* are responsible for communicating any discrepancies and last-minute problems to the caterer. Once the food has been delivered and the set-up is complete, the hosting organization must safeguard their own food set-up from uninvited guests. Your caterer cannot be held accountable if your food set-up has been left unattended and is disrupted in any way.

Departments must monitor your budgets very carefully in order to provide suitable refreshments for your guests throughout the year. With that in mind, please respect other department's guest lists. If hosts have ordered too much food for the number of guests invited, please wait to drop in until the host sends a general invitation.

☞ **Tables in Student Street/Corridor 140**

Employees wanting to set up a table in the 1st floor area near the elevators should contact Kelly Catts (kcatts@law.du.edu) in the events office at least a week prior to the reservation. Confirmed reservations may still be amended to accommodate events which require the entire forum and corridor. You may be asked to close down your table slightly earlier to accommodate evening functions as well.

☞ **Props and Other Needs**

The events office has various props available which can be signed out. These items include, but are not limited to: easels, tablecloths, trays, table top podiums, carts, and foam boards.

☞ **Event Contact List**

Molly Keegan	Budgets	x16107
Kim De Longchamp	Transactions (expense and deposit)	x16127
Max Eckstein	Continuing Legal Education (CLE)	x16525
Lauri Mlinar	Event Management	x16139
Kelly Catts	Event Coordination	x16129
Mike Latimer	Scheduling/Contracts/Insurance	x16104
Katie Vilders	Student Affairs	x16184
	Emergencies	x13000