

# UNIVERSITY OF DENVER

## Sturm College of Law

### Planning Successful Events

#### FOR STUDENTS

- ☞ **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. All law school student organizations are asked to post their events on the [events calendar](#) found on the law school homepage to prevent too many events occurring on the same day.
- ☞ **Booking Space:** Use your PioneerWeb username and password to submit an online request at <https://25live.collegenet.com/du/>. All SCOL sponsored 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](mailto: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. 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, you must first seek approval through Student Affairs and handicap-accessibility must be considered. Student organizations should contact Student Affairs (x16108) for further information.

- ☞ **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/student organization;
  - Preferred method of communication;
  - Student org budget 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.)

☞ **CLE Credits:** If you are interested in CLE credits for your event you first need to fill out the Application for Accreditation of CLE Activity found on the [CLE website](#). Once you've completed this step you should contact Lauri Mlinar, Events Director, to speak with her about how to proceed with planning your event.

☞ **Advertising Your Event:** All events are added to the [College of Law Events Calendar](#) when a student organization submits an event through the [Event Submission system](#). You must first have a room reservation and confirmation number to submit an event through the system. Therefore, be sure you take the time to fill in the room reservation request *completely*.

**Post a flyer:** To post a flyer, please bring it to the Student Affairs Office to be stamped for approval. You may only post flyers on bulletin boards. You are allowed to post 2 posters per classroom. Posters may only be attached to the boards using the thumb tacks provided (no tape, nails, or staples). If anything is hung on walls, windows, or doors using tape, nails, or staples it will be removed and your student organization will be penalized. Please remove all posters when your event has ended.

☞ **Physical Set-Ups:** The physical plant requires a 5 day written notice for all set-ups, regardless of the size of the event. The custodial office may refuse or double charge for late set up requests. The Events Office can help you with all set-up/arrangements. Please contact the Events Office 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:** Student organizations may order-in food for various locations throughout the building, but 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. Non-utensil food such as pizza, sandwiches, wraps, etc.

are all considered appropriate classroom fare. *Note: All hosting organizations are responsible for clean-up of the used classroom(s). Failure to do so could result in the organization's loss to use the classroom(s) for future events, and/or custodial charges.* You can find the full policy on the Student Affairs website.

- ☞ **Alcohol Policy:** Students must submit an [Alcohol Approval Petition](#) for any event where alcohol will be present. A completed Alcohol Approval Petition must be submitted to Student Affairs no less than 2 weeks prior to the event date. Alcohol at an event must be approved by the Assistant Dean of Student Affairs. Student Affairs will then determine if your event will need to go through Risk Management or University Counsel. Events where alcohol is present must be **fully catered** (you may begin catering planning with Lauri Mlinar, Events Director, before approval). For any events over 50 people, student organizations must register their event with Campus Safety by completing the [Alcohol Event Registration Form](#).

Student organization funds cannot be used to purchase alcohol. If you are approved to have alcohol at your event, you will need to secure funds through law or other DU-departments or through outside funding. All alcohol expenses must be paid through non-student organization accounts. Once approved for alcohol, Lauri Mlinar, Events Director, will help with logistics regarding how to pay for the alcohol.

There is a two drink maximum amount allowed at all student organization events, and drink tickets or wristbands will be provided to comply with this policy. All promotions that mention alcohol must be approved by the Office of Student Affairs. (You can find the detailed [Alcohol Policy](#) on the Student Affairs website).

- ☞ **Risk Management and University Counsel – Contracts & Waivers:** Many events now need to be approved through the [Office of Risk Management](#) and the University Counsel's office. ***Confer with the Associate Director of Student Affairs to determine if your event requires approval through University Counsel or Risk Management.*** Student Affairs will be your contact for University Counsel and/or Risk Management. *Please keep in mind that only certain authorities at DU have the authority to sign contracts on behalf of the student groups, all of which are deemed affiliates of the University of Denver Sturm College of Law. **All contracts, no matter how large or small, must be reviewed and approved through the Contract Approval workflow at DU.***

If you are using an external vendor or having your event at a location outside of the law school, the vendor may need to 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 Ken Parish, head of Conversions at x13298). For evening events, it is important to inspect your event site as early as possible, as our Conversion crew 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 and student organizations 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:** Students wanting to set up a table in the 1<sup>st</sup> floor area near the elevators should contact Lauri Mlinar (lmlinar@law.du.edu) in the Events Office at least one week prior to reserve a table. 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**

Theresa Baker	Finance & Budget Coordinator	x16127
Lauri Mlinar	Events Director	x16139
Jeffery Willett	Associate Director, Student Affairs	x16113