Event Protocol for Student Organizations

WashULaw student organizations are very active and hold many exciting events each semester. The Office of Student Life wants to help ensure those events are successful and well attended. To that end, there are certain steps organizations should follow when hosting events. Foremost, student organization officers should schedule a time to meet with Carrie Burns and LeAndra Parker at the beginning of each semester to go over planned events.

Below is an outline of best practices for event planning. Keep in mind that these instructions are by no means exhaustive and each event requires specific planning. For questions, reach out to the Office of Student Life.

For smaller events such as Introductory Meetings

1) Reserve a room at [http://reserveaspace.wustl.edu/](http://reserveaspace.wustl.edu/) - Having your organization posted on WUGO gives members access to the reservation site.
2) Cleaning basket – Get a cleaning basket from Room 102. Baskets have trash bags and disinfectant wipes so you can clean up after your event. If groups opt not to clean up after their event, they will be charged a post-clean fee by WFF.
3) Request AV if needed – AV should be requested at the time a reservation is made and at least 48 hours in advance.
4) Advertise in Law Weekly and the law school events page – Deadline is Thursday at noon.
5) Clean up space and reset furniture after event.

For larger events with guest speakers/panels OR held in Bryan Cave Moot Courtroom or Crowder Courtyard

Organization officers must meet with Carrie Burns and LeAndra Parker to go over event logistics and to inform administration about what guests will be speaking at the law school.

1) Carrie and LeAndra will work with the group to reserve a space for the event and book hotel rooms (if needed).
2) If the event requires a set-up by WFF and/or catering with Bon Appetit, work with Carrie and LeAndra to ensure logistics.
3) Students should then confirm date, time, and room number with speaker.
4) Request AV – Ask for PowerPoints/materials ahead of time so that the AV Dept. can have pre-loaded on computer.
5) Publicity for event
a. Digital Screens – Students can and should advertise on the digital screens. Images must be a specific size, however, and Carrie and LeAndra will work with students to format correctly. Images must be received by the Web Dept. ten days prior to event.
b. Law Weekly and events page – Deadline is Thursday at noon, but students should advertise well in advance of the deadline for larger events.
c. Flyers around lockers and mail folders – Students may hang up flyers in these two areas. Flyers posted in bathroom stalls or on walls will be removed.

6) Send parking info (with link to campus map) to the speaker. There is no validation for parking, but organizations can reimburse for parking by having the speaker send you the receipt and then completing a request form in the Business Office.

7) One-three days prior to the event, be sure to confirm the time and room number with speaker. Make sure AV needs are met and that any last minute details are resolved.

8) Water Service – Students can borrow a water service from the Events Dept. Email Jeanetta Nixon to coordinate picking up the service a few days prior to the event. Make sure to return the water service once the event is complete.

9) Greeter – Assign a person to meet the guest as he/she arrives and escort him/her to event room.

10) Serving food –
   - In classroom – Have a student(s) assigned to pick up food prior to event and make sure to pad in enough time for set up in the room. After the event is over, assign students to clean up with wipes and take trash out to service entrance. Groups may be charged emergency clean up fees if trash is left in the room or tables are messy.

   - In Bryan Cave – Get table(s) from 313A closet and set up outside the Courtroom. Food cannot be served inside the Courtroom. Make sure to put table(s) away after the event. Take trash out to service entrance. Groups must pay a mandatory post-clean fee for events held in Bryan Cave.

   - In Crowder Courtyard – Get table(s) from 313A closet and set up in the Courtyard. Make sure to put tables away and reset any furniture that has been moved after the event. Take trash out to service entrance. Groups must pay a mandatory post-clean fee for events in the Courtyard.

Remember, for all events, student organizations are required to return the space to its original condition. Organizations that neglect to clean up trash or reset furniture may be charged emergency clean-up fees.

**Final suggestions:**

1) Co-sponsor with another student organization! Co-sponsoring increases your event budget and attendance!
2) Be a gracious event planner! If you hang up flyers, remove them after the event is over. If you borrow a linen from the Events Dept., return it – or even better, wash it and then return it. Event planning doesn't end once the speaker steps up to the podium. Picking up after the event is over is just as important as setting up!

3) It takes more than one person to coordinate a larger event. If you are the primary person planning the event, recruit other students to help you. Create a spreadsheet of every task that needs to be completed and find someone to complete that task.

4) Ask for help! The Office of Student Life is your go-to for event planning. We want to help you work through the details and make sure that your event runs smoothly and is considered a success.

To schedule a time to discuss your next event, contact:

Carrie Burns  
Office of Student Life, Suite 210

LeAndra Parker  
Office of Student Life, Suite 210