

NYU LAW STUDENT GROUP EVENT PLANNING GUIDE

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Planning Timeline

The timeline and steps for planning will vary based on the size, scope, and specific details of any event. Large-scale events will require more advanced planning. Use the below checklist as a guide and adapt as needed to ensure the successful execution of your student organization's event.

<input type="checkbox"/>	<i>At least 4 weeks prior to event</i>	Book Space [Off-Campus]
<input type="checkbox"/>	<i>At least 4 weeks prior to event</i>	Submit any event contracts to OSA for review and approval
<input type="checkbox"/>	<i>At least 4 weeks prior to event</i>	If the vendor requires a deposit, spending minimum, space rental fee, or the cost will exceed \$2,000, contact the Office Student Affairs (OSA) to request that the vendor is set up in i-Buy for payment.

<input type="checkbox"/>	<i>At least 3 weeks prior; plan further ahead for special event spaces (i.e. Greenberg)</i>	Book Space [On-Campus]
<input type="checkbox"/>	<i>At least 2 weeks prior</i>	Request Captioning and other Accessibility Services
<input type="checkbox"/>	<i>At least 2 weeks prior</i>	Request A/V [On-Campus]
<input type="checkbox"/>	<i>At least 7 business days prior</i>	Request Room Setup and/or Chartwells Catering [On-Campus]
<input type="checkbox"/>	<i>At least 7 business days prior</i>	Reach out to OSA if requesting a credit card authorization form for payment [Off-Campus]
<input type="checkbox"/>	<i>At least 5 business days prior</i>	If printing materials through NYU Law Duplicating, submit final copies for production
<input type="checkbox"/>	<i>At least 72 hours prior</i>	Request Guard Service [Lipton & Faculty Club only]

Event Planning Steps & Instructions

1. Pick a Date

When picking a date, there are several things to consider:

- Has your event traditionally been hosted by your student group at a certain time during the school year? If you are unsure, or want to confirm, feel free to reach out to the Office of Student Affairs (OSA) for guidance.
- Do you have enough time to plan and host the event? A good rule of thumb is at least a month in advance.
- Does your event fall on a date when another major event is planned? Reference the [NYU Law Events Calendar](#) to check.
- We recommend nailing down a few possible dates before attempting to book space, as your first pick might not be available.
- Please note that the Law School does not accept requests for space during reading period, exam period, and the week leading up to Convocation. Requests for space are also not accepted during the [Forum block](#). Approval for events during these times will be determined on a case-by-case basis.
- It is also best practice to be mindful of religious observances and holidays that may preclude someone from participating. This [Interfaith Calendar](#) can assist with inclusive event scheduling.
 - Hosting events on Friday evenings after sundown or on Saturdays before sundown will mean that Jewish community members who observe the Sabbath will not be able to attend. In addition, events should not be scheduled on the high holy days (Rosh Hashanah, Yom Kippur, and Passover).

- During Ramadan, which is from March 11 – April 10 in 2024, Muslim community members will be fasting during the day. Scheduling events later in the day or after sundown when the fast is broken may make it difficult for Muslim community members to attend.

2. Book Space

Timeline: at least 3-4 weeks prior to your event

- **On-Campus Space:**

- Use the [Classroom or Lounge booking form](#). EMS booking instructions [can be found here](#).
- Use the [Special Event Space booking form](#) to request larger event spaces on campus including Tishman, Greenberg, Lester Pollack Colloquium, Lipton Hall, etc.
- Please note that spaces in Residence Halls are not reservable for events.
- *On-Campus Accessibility:*
 - Ensure that you note in your advertisements and materials the accessibility of the space, as well as location of the nearest [all-gender restrooms](#).
 - While all NYU Law buildings are equipped with elevators and wheelchair lifts, Lipton Hall is a suboptimal location if you anticipate that any of your guests will use a wheelchair. The accessible entrance is through the kitchen.
 - Hybrid events may be more accessible for the broader community. If hosting any in-person event, consider adding a livestream/hybrid option.

- **Off-Campus Space:**

- If you plan to use an off-campus location, you must:
 - Ensure the venue is set up in i-Buy in order to pay for the space
 - Ensure that the venue has the necessary insurance
 - Email Student Affairs at law.studentaffairs@nyu.edu to confirm these two things before moving forward
- *Off-Campus Accessibility:*
 - We encourage you to reference this [list of accessible off-campus venues](#) as a starting point for identifying a space
 - For all other venues, call to find out accessibility information and the presence/location of gender-neutral restrooms.
 - Include information about accessibility in all advertising and event materials, including the nearest [accessible subway station](#).

3. Add the event to the NYU Law Calendar

- Once your event details are solidified, be sure to [add your event to the NYU Law calendar](#). This event will then automatically populate in the “Upcoming Events” email

sent to the Law School community every Monday. If you have any questions regarding the NYU Law calendar, please reach out to [Clayton Gates](#) and [Ray Huang](#).

4. Plan for Payment

- Reference the [Paying for Student Organizational Events Guide](#) for information on the different forms of payment that can be used for events, as well as important guidance on vendor contracts and insurance, and honoraria.

5. Coordinate and Register any Non-NYU Guests

- Inviting Guests
 - If you are planning to invite VIP or high profile guests, please reach out to OSA. We can assist with outreach and logistics for these guests.
 - If you are planning to invite alumni, please reference these [guidelines and support](#), and connect with Alumni Relations before reaching out.
- Accommodations
 - If you are inviting out of town guests or speakers, you may wish to assist them with booking hotels, car services, or flights. Please reach out to OSA for assistance.
 - You should inquire about accessibility needs prior to making any arrangements for guests. This may also include calling a hotel to find out accessibility information, as well as ensuring there is an accessible subway station near the hotel.
- Building Access
 - All visitors must be sponsored by an NYU employee or student and registered before their visit using the [Visitor Access Request Form](#). More information about sponsoring visitors [can be found here](#).
- Sponsoring Outside Groups
 - All visitors and outside groups must be sponsored by a NYU student, faculty member, or employee. All student-sponsored events must be organized by the student (not an external individual or organization) and all communications with NYU events staff (catering, A/V, etc.) must be facilitated by OSA or the student. Please reach out to OSA for more clarification.

6. Request Tech/AV Support

Timeline: at least 10 business days before your event

Does your event require any tech or AV support? This includes the use of microphones, speakers/music, and livestreaming via Zoom.

- Once your event is approved, fill out the AV form embedded in your confirmation email to request the equipment and support that you will need.
- Note that there are [event production costs](#) for all events that require A/V support.

7. Request Room Setup

Timeline: at least 7 business days before your event

If your event is on campus, you will need to let the Law School's Facilities team know how you would like the room set up. For example, do you need round tables and chairs? Cocktail tables? If you are not sure the best way to set up the room, please feel free to reach out to OSA to discuss.

- If your event is non-catered, please reach out to the Facilities team via email (AdministrativeService@mercury.law.nyu.edu) for furniture set-up.
- If your event will be catered, please [submit your catering order](#) first with Chartwells, our in-house catering service. The Chartwells team will follow up with you to confirm catering and furniture set-up details.

8. Chartwells: In-House Catering

Timeline: at least 7 business days before your event

- All on-campus food and linen rental must be provided by [Chartwells](#) for events hosted in event spaces (i.e. Greenberg Lounge) at the Law School. In special cases, a waiver can be requested to allow for outside catering services. Please contact Chartwells managers [Jennifer Cintron](#) and [Mariel Suriel](#) for more information.
- Catering from outside vendors is allowed for events hosted in classrooms.
- If you are serving alcohol at your event, alcohol must be purchased and poured by Chartwells. There are no exceptions to this rule.
- *Accessibility and other inclusive practices:*
 - All RSVP forms should have questions soliciting attendees' dietary needs.
 - All food and drink should be on a table and in a location that is accessible to attendees using wheelchairs and other mobility aids.
 - All events should have kosher and/or halal options available to ensure equitable participation by Jewish and Muslim community members.
 - If events occur during a fasting day, such as Yom Kippur or Ramadan, consider having takeaway boxes so fasting students can still partake later in the day if they choose to.
 - Any events with alcohol should also have ample non-alcoholic options. Consider hosting some events without alcohol to make space for community members who may be in recovery.

9. Prepare Advertising

- Ensure that any use of the NYU logo (including the logo for your organization) adheres to the [NYU Law Logo Usage Guidelines](#)
- Ensure you are familiar with NYU's [Digital Accessibility](#) policy and resources. All advertising should contain:
 - Image descriptions for photos and graphics.

- Alternative text for social media posts.
- Gather accommodations and accessibility needs from attendees. Provide an accessibility contact on your event materials and/or solicit attendees' accommodation and accessibility needs in your RSVP form. For example:
 - “Please describe any accommodations you require below. If you are filling this form out less than 48 hours before the event, or if you have any questions, please contact [name and email].”

10. Request Captioning or other Accommodation Services

Timeline: at least 2 weeks before your event

- If you need live closed captioning (CART) services, please reach out to Student Affairs (law.studentaffairs@nyu.edu) to request them.
- If not using live transcription, always using automated captioning through Zoom or Google Meet is strongly advised.
- If you need a sign language interpreter, contact the [Moses Center for Student Accessibility](#) to coordinate your request.
- If you need standing desks and/or wheelchair accessible desks, contact Student Affairs (law.studentaffairs@nyu.edu) and Law Facilities (lawfacilities@exchange.law.nyu.edu).

11. Prepare Event Materials

- Materials can be printed using the [NYU Law Duplicating Center](#)
- Ensure accessibility of materials and event content. For example:
 - If distributing materials to attendees, be mindful of format. Where possible, prepare large-print and plain-text (limited stylistic elements, screen-reader-friendly) alternatives.
 - Turn on closed captioning when playing videos.
 - Always use microphones where possible, especially if the event has a hybrid option.
 - If the event deals with sensitive topics, consider adding content warnings and invite participants to step out if needed.

12. Request Guard Services [Lipton Hall & Faculty Club]

Timeline: at least 72 hours before your event

If you have booked Lipton Hall or the Faculty Club for your event, you are required to hire NYU Public Safety guards for the entrance at 108 West Third Street. Please fill out [this form](#) to request guard services.

13. Reference Current COVID-19 Guidance

During your planning process we encourage you to check [NYU's COVID-19 Information](#) page for current guidance.

Frequently Asked Questions

When should I reach out to OSA for assistance?

We are here to help at any point! If you have any questions or want to walk through the event planning process, we would be happy to chat. We would want to make sure we touch base with you about the following:

- Date/time details
- Non-NYU guests
- Any contracts or payments to off-campus venues

Who should I contact in OSA for help?

You can contact our office at 212-998-6658 or law.studentaffairs@nyu.edu.

How much time do I need to plan an event?

It depends on a few factors, including space and payment, but a good rule of thumb is at least a month.

Where can I find the Law School's Event Planning Checklist?

You can find NYU Law's [Event Planning Checklist](#) here.