

## Holding an Event at BU Law- 2024 - 2025

### **Pre-Plan Event**

#### **Identify Ideal Date(s) and Alternative Dates**

- Check Internal Planning Calendar ([IPC](#))
- Make sure to follow these listed timelines:

##### **6 Weeks +**

- Contracts
- Student Organization Travel
- Inviting Minors to Campus
- Events in Barristers, Charles River Room & Redstone Reading Room and any other facilities needs
- Merchandise Ordering

##### **4 Weeks +**

- Catering on the Charles with Alcohol
- Film Rights
- Honorariums
- Disbursements (checks)
- All other purchases
- Outside Catering Exemption to Catering on the Charles

##### **3 Weeks +**

- Learning & Event Technology Services (LETS AV)
- Law Academic Media Services (LAW AV) events outside of normal business hours will need to be scheduled through LETS AV
- Amazon Orders

##### **2 Weeks +**

- Catering on the Charles
- Food purchases outside of EZ Cater or Common Food Vendor List

##### **1 Week +**

- Parking Permits
- Food purchases from EZ Cater or Common Food Vendor List
- Office Supplies / WB Mason

#### **Location**

- In the law school? Complete the [Pre-Event / Room Reservation Request Form](#) to request a space.
- Outside the law school? Please schedule a meeting with the Law Student Affairs Office to reserve a space outside of the law school. Email [laworgs@bu.edu](mailto:laworgs@bu.edu) to request a meeting!

#### **Food**

- Catering or Outside Food?
  - Catering offers many options and is the default provider of food on campus
    - **[Student Catering Guide/Menu](#)**. This is the easiest and most cost effective Catering option. Groups pick-up at the GSU. Email or call catering to get this process started! Email [catering@bu.edu](mailto:catering@bu.edu) to get your order started.
    - **[Catering on the Charles Event Catering](#)**. This is appropriate for outside guests, nicer receptions, etc. First step to order? Call or email Catering at [catering@bu.edu](mailto:catering@bu.edu) to get your order started.
  - Catering Exemption necessary?
    - If Catering cannot make the food you wish to serve, you can request a catering exemption. Please contact Catering at [catering@bu.edu](mailto:catering@bu.edu) for more guidance. Review the Student Org Manual for details regarding this policy.
  - Requesting to serve alcohol on campus? Only Catering on the Charles can serve alcohol at events on campus. In most cases, they need more than 30 days advance notice to obtain a liquor license.
  - Other considerations
    - Serving food? This must be reflected in your pre-event / room reservation request
    - Budget - be sure your budget accurately reflects your food costs
  - Ordering from an outside vendor for a small, internal meeting or event?

For events under 50 people and with no external stakeholders, groups can order from local food vendors to fit their needs. Additionally, any event in Barristers Hall, Charles River Room, or Redstone Reading Room will require the use of Catering on the Charles. Please check here for the [2024 - 2025 Common Food Vendor Guide](#) and submit a purchase request on BU Law Docket for this option.
- Budget**
  - SGA is the main funding source for law student organizations
    - See their guidance for details.
    - Groups may approach SGA for unforeseen funding requests outside the grant schedule.
  - Other funding sources
    - National Organization
    - [Fundraising efforts](#)
  - Host an event or gathering with no costs!

## Execution

1. Confirm funding is approved and sufficient to execute plans
  - a. For SGA grants, see Student Government Handbook for funding information. Funding should be confirmed before making any commitments.
  - b. For groups using donated funds, you must submit a purchase request on BU Law Docket.
2. Reserve rooms and obtain confirmation
  - a. In the Law School?
    - i. Complete the [Pre Event / Room Reservation request form](#). You will receive an e-mail confirmation within 5 business days; student events will be added to the Internal Planning Calendar when room reservations are confirmed.s.
  - b. Other parts of campus
    - i. Visit or email the Student Affairs (suite 510) for more guidance before proceeding
  - c. Off campus
    - i. Visit or email the Student Affairs (suite 510) for more guidance before proceeding
3. Confirm date and confirm with any key guests/speakers
  - a. Note 6 weeks required for paid performers
4. Confirm your event in BU Law Docket at least two weeks prior to your event.
5. If using SGA funds or Organizational funds be sure to submit all purchase requests on BU Law Docket to secure payment (facilities, catering, av).
  - a. If the group needs supplies for an event or group business, the group may request items as follows:
    - i. Amazon Business requests. Groups may submit a request to order from Amazon by submitting a public wishlist. Please note that groups must account for processing time and the slower shipping speeds in Amazon Business.
    - ii. Office supplies. Anything that falls under the category of "office supplies" must be purchased from BU's preferred vendor, WB Mason. Groups should submit purchase requests in advance to ensure timely delivery.
6. Ticketing. If you will be charging or limiting admission to your event, we require your group to use BU Law Docket. Requests must be made at least 2 weeks in advance.
7. Promotion / Marketing

- a. Electronic screens in Law Complex - Email Student Affairs to request posting
- b. SGA [Monday Morning Email](#) - submit request on SGA website (make sure to include a date or it won't populate!)
- c. Groups must include language on how to request accommodations. [See the link to the language and further guidance.](#)
  - i. Larger Promotional materials must include- *"Boston University strives to be accessible, inclusive and diverse in our facilities, programming and academic offerings. Your experience in this event is important to us. If you have a disability (including but not limited to learning or attention, mental health, concussion, vision, mobility, hearing, physical or other health related), require communication access services for the deaf or hard of hearing, or believe that you require a reasonable accommodation for another reason please contact the event organizer [link to student leader's email or student organization's email] to discuss your needs."*
  - ii. Shorter Promotional materials must include-*"To request communication access services or a reasonable accommodation for another reason, please contact [link to student leader's email or student organization's email] to discuss your needs."*
- d. Groups may post paper flyers on bulletin boards only. Groups may not post on walls, doors, windows, etc.
- e. Example Check List for Promotions
  - i. Title of Event
  - ii. Description of Event
  - iii. Time & Date
  - iv. Location
  - v. Co-Sponsosr?
  - vi. Target Audience
  - vii. Images
  - viii. Caption
  - ix. Alt. Text
  - x. Accessibility Language
  - xi. Any RSVP needs?
  - xii. Types or promo materials requested
    - 1. Flyer - 8.5/11
    - 2. Instagram
    - 3. Electronic Screens 16:9
    - 4. BU Law Docket

8. Plan for guest needs
  - a. Travel (note: there is no limited support for speaker travel)
  - b. Parking. Contact Law Student Affairs to inquire about parking passes. Deadline is a minimum of 1 week in advance, and passes are not guaranteed.
  - c. Access. Consider whether speaker/guests will require any support to fully access the facility and programming.
  - d. Refreshments. Groups often make water available for speakers/performers.
  - e. Wireless. Guests seeking wireless access may use the BU Guest network.
  - f. Table tents for speakers
  - g. Nametags
  - h. Honorariums
9. Confirm vendors. Make sure your group follows up with anyone performing services for your event several days in advance to confirm that everything is in place.

#### **Follow-Up**

- Confirm all vendors are paid
- Request any reimbursements for funds spent out of pocket
- Document lessons learned for any SGA or Law funds used
- Create summary of event and organize relevant info for next year's e-Board
- Send thank-you notes to those involved, especially anyone outside BU Law