

## **SPECIAL EVENT HANDBOOK**

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## BEFORE PLANNING AN EVENT

*The following forms will help you organize your thoughts and pull together important event information.*

Print these 2 forms:

[Event Checklist](#)

[SBA Student Organization Event Submission Form](#)

Click [here](#) for how to schedule a room.

## SELECT A DATE

Complete the following steps to select your event date.

1. [Check the Law School Master Calendar](#)

- Review the Law School Master Calendar to select the best date and time for your event.
- The link to the Master Calendar is located at the bottom of the SMU Dedman Law home page.

2. [Check the SMU Law Course Schedule](#)

- Review the SMU Law Course Schedule to select the best date and time for your event and maximize attendance by avoiding timeframes that conflict with students' classes or makeup classes as much as possible.

3. [Check the Inns Calendar](#) (if you are scheduling an event which will primarily be for first year students)

4. [Check Schedule.SMU](#) Schedule.SMU is only accessible with SMU ID number and password

When choosing a day for your organization's event, keep in mind the following criteria:

- Monday and Wednesday – most classes dismiss by 12:15 pm and resume at 1:30 pm. DO NOT begin your event until after classes have dismissed and end your event so that students can return to class in a timely manner.
- Tuesday and Thursday – most classes dismiss by 11:45 am (with one class dismissing at 12:10) and resume at 2:00 pm. ***IF possible, try to schedule your organizations' membership meetings for the first hour or the second hour, i.e. 12:00 – 1:00 or 1:00 – 2:00 pm, thereby ensuring that students can attend makeup classes, important events and mandatory meetings that may be required as part of their curriculum courses and schedules.***
- Mondays – With a few exceptions throughout the year, all First Year students will be involved in their Inns classes and meetings on Mondays at varying times, i.e. 10 am, noon OR 3pm. All 'Inns' classes have been scheduled and are in Schedule.SMU.

- Wednesday – The Career Services Office has scheduled their Government Practice Information Panels and Discussions for the lunch hour on Wednesdays. The OCS office provides critical information for job opportunities for students during these sessions. It is important that large events where a critical mass of students might be involved, not be planned during this time.
- *Remember, scheduling a major event at the same time as makeup classes or mandatory meetings, when students may not be available to attend your event, does not maximize the best use of your speakers, their time, and your funds.*

**FOLLOW THESE STEPS TO ACCESS [SCHEDULE.SMU](http://Schedule.SMU)** (Schedule.SMU is only accessible with SMU ID number and password)

1. In your browser, begin typing schedule.smu.edu. You can also reach this website by typing schedule.smu in the Law School search bar.
2. Click on the “Login” block on the left hand corner.
3. Sign in with your User ID and Password
4. The current days’ schedule should appear in grid format with room names on the left and one-hour time sections on the right.
5. On the top right side of the screen, go to “Choose Calendar.” From the drop box, choose “Law Region.” The rooms in the four buildings of the Law Quad should appear on the left side of the screen. At the bottom of the page, there is also a second page which shows other rooms in Storey Hall and all rooms in Underwood Law Library.
6. To view events and classes already scheduled, **Click** on the calendar box on the left side in the top row and choose the date you are looking for.

## **GUEST SPEAKERS**

- Guest speakers are welcomed and encouraged. ***If you are planning a major event and wish to invite a high profile guest, please contact the Dean’s office to ensure her availability PRIOR to making the ask. It is imperative that proper protocol always be followed.***
- Prior to inviting a guest speaker for ANY event and making arrangements to pay for a flight, hotel, etc., you **MUST** check all calendars and be sure the classroom and event space are available. Should you need to provide your guest with optional or tentative dates, be sure to check with Rebekah Bell ([rbell@smu.edu](mailto:rbell@smu.edu)) to make arrangements to tentatively reserve your space until final dates are chosen.
- **DO NOT** book flights for a speaker until you have confirmed the room reservation. Prior to submitting your room request for final approval, you must represent that you have checked and verified all schedules and received any required permissions, i.e. budget approvals, faculty advisors, etc.
- If you are inviting a multiple speaker panel for a large event or conference, etc., you should contact Rebekah Bell ([rbell@smu.edu](mailto:rbell@smu.edu)) for assistance.

- If a speaker's fee will incur the student organization a significant cost, it may be possible to pool funds with, and partner with, other student organizations to pay for your event.
- The SBA Student Development Committee is often overlooked as an option. SBA appropriated funds may be available to assist in funding your activities.
- When selecting a guest speaker, the time and date of your event are critical. Keep in mind that to maximize the best use of your funds and their time, major events should be scheduled at a time and date that will not conflict with University holidays or any mandatory student events or meetings.
- In order to maximize student attendance during lunch hour events, we try to minimize overlap between student organizations and Law School departments. For example, if you are hosting a panel with former law clerks who will be discussing their experience, then we would not want you to host your event on the same date that the Faculty Judicial Clerkship Committee holds their information session.

*Tips for Inviting a Guest Speaker:*

- Communicate clearly to the potential speaker the event's purpose and intended audience and the desired duration for their speech. Let them know the time, date, and location of the event and the expense and travel arrangements that will be covered or not covered. Confirm all arrangements including the date and time and expenses in writing.

## **CAREER-RELATED PROGRAMS AND EVENTS**

- ***If there are conflicts with an event that the Office of Career Services is planning, contact Dean Karen Sargent ([kcsargent@smu.edu](mailto:kcsargent@smu.edu) or 214-768-2797), to get permission to hold your event during that time.***
- The Office of Career Services encourages student organizations to organize career-related programs based on your organization's practice area or other focus. Student organization programs educate students about different practice areas, skill sets, professionalism and more. They also help your members connect with practicing attorneys and provide networking opportunities for students.
- To encourage your organization to present programs, Career Services will fund up to \$300 to your organization for one career-related program this academic year. If your organization wants to host a career-related program, please contact Erika Fadel ([efadel@smu.edu](mailto:efadel@smu.edu)) if you have questions. See the form [here](#). **Pre-approval is required for funding. Funds are limited each semester and are disbursed on a first-come first-served basis.**
- Please note that your organization is responsible for organizing the event, inviting speakers, reserving a room, promoting the event and ordering any food.
- Students have requested that programs not be held the last few weeks prior to the end of classes. For this reason, the SBA and Career Services will not hold programs after November 1st in the fall semester or after April 1st in the spring semester. Programs are

typically scheduled at 12:30-1:30 pm or 5:00-6:00 pm. **All career-related program dates and times must be cleared in advance through Erika Fadel.**

- Career Services has designated Wednesdays as the day to host the Government Practice Series. If at all possible, do not plan speakers or panel discussions related to government practice on these dates. **To avoid duplication, please also contact Beth Lee ([beth@smu.edu](mailto:beth@smu.edu)) if you are planning any government employer-related program.**

## HOW TO RESERVE A ROOM IN SCHEDULE.SMU

- Requests for the current semester room reservations will ONLY be considered after all class schedules have been finalized in Schedule.SMU. Also, at the beginning of each semester, Law School Department events will be given priority. When most department events have been scheduled, then student organization events will be considered for approval. There are exceptions, i.e. when the law school will host national competitions, events approved by the Dean's office, etc. Contact Rebekah Bell ([rbell@smu.edu](mailto:rbell@smu.edu)) to discuss specific details.
  - Recurring events may only be booked 3 – 4 weeks in advance to allow other Law School departments and organizations the opportunity to use space.
  - Conference rooms can only be booked for 2 recurring weeks, We only have 2 conference rooms and these are used by faculty for classes and by the Dean on a regular basis. Conference rooms should only be requested if all rooms in Florence are reserved.
  - In order to allow time for announcements and maintenance notifications for heating and cooling purposes, space must be reserved two weeks in advance.
  - Allow 48-72 hours for confirmation of your room request.
  - If you need to reserve multiple rooms and multiple dates, i.e., moot court competitions, call Rebekah Bell at 214-768-4177 first for special instructions.
1. In your browser, begin typing "Schedule.SMU.edu"
  2. Click on the **"Login"** block on the left hand corner.
  3. Sign in with your SMU ID number and Password
  4. Once your date is determined to be available, go to **"Add Event"** located at the top to the right of the "choose calendar" and "filter" boxes, **OR** choose "Events" from the top row. From the drop down box, choose "Event Request."
  5. **Click** on the drop down arrow under "Event Request" and choose "Law School Events Room Request," and **click** "next."
  6. Under **Event Information**, fill in the blanks for your name, SMU ID (optional), email, contact phone, department, and title of event including the student group name.
  7. Under **Meeting Information**, the Meeting Name will be automatically filled in from above, then **click** the drop down box next to Meeting Type. Choose the appropriate description for your event. DO NOT FILL IN "Max Attendance."
  8. Under **Meeting Recurrence**, **click** on the drop down box next to "Start Time" and "End Time." (If your increments of time are not listed you may highlight the minutes and type in the time you need, i.e. 3:20, 4:50) **Click** on the date of your event so it is highlighted in light blue. Then **click** "create." A line of data showing your event request will appear in the **Meetings** section to the right. Review the information for accuracy. If not, go back to "meeting recurrence" and fix the discrepancy. Recurring

meetings may only be booked for 3 – 4 weeks in advance, unless you are requesting a conference room, then it can be booked for only 2 weeks.

9. Under **Meetings**, in the section on the right bottom of the page, after verifying that data for your room request is correct, **click** the box at the beginning of the line to get a check mark. Then **click** assign/request rooms. A list of the available rooms will appear in a box. Choose the room you want for your event. If the room you want is not shown, check for page 2. Available rooms will be listed as “available.” Once your selection is made it will change to green and show “selected.” Unavailable rooms will be shown in red. When your choices are complete, **click** OK at the bottom of the box.
10. **Verify the information you have input, then go back to the top and click “Submit Request.”**

**Please Note the room request does not automatically generate any other requests. It is the responsibility of each person requesting the room to make arrangements for AV and media services, Facilities (AC/Heat and trash clean up), food service needs and alcohol approvals. Any damage to the room is also the responsibility of the user.**

## **PROMOTION OF YOUR EVENT**

*Proper promotion of your event is essential to ensure optimal attendance and event success. Keep in mind the purpose of your event, as well as the intended audience and determine the best way to reach that audience. For minimal publicity, emails to organization membership, publication on the Master Calendar and LawTalk may be sufficient. For increased publicity for larger events with prominent speakers or multi-panel discussions, LawTalk along with flyers for the digital display, the Master Calendar and invitations are encouraged.*

You must fill out the [SBA Student Organization Event Submission Form](#) no later than two weeks prior to an event. This form will automatically be sent to:

- **Betty Alexander for LawTalk and Digital Announcements**
- **Brenda Aylesworth for the Master Calendar and the Website Events Link**

### LawTalk and Digital Announcements

- **For student events**, any attachments, website links or flyers will need to be emailed separately to Betty Alexander ([bettya@smu.edu](mailto:bettya@smu.edu))
- **Faculty or staff** holding a law school event should send an announcement **no later** than two weeks prior to the event to Betty Alexander at [bettya@smu.edu](mailto:bettya@smu.edu) to have the event advertised in *LawTalk*.

### Master Calendar and Website Events Link

- **For student events**, any attachments, website links or flyers will need to be emailed separately to Brenda Aylesworth ([bayles@smu.edu](mailto:bayles@smu.edu)) . The link for the Master Calendar is located at the bottom of the Dedman Law homepage and includes information for all law school events. Student Events added to the Master Calendar will

automatically populate in the Event list on the primary student landing page on the website. Other events will show up on the main law school homepage.

- **Faculty or staff** holding a law school event should contact Brenda Aylesworth ([bayles@smu.edu](mailto:bayles@smu.edu)) **no later** than two weeks prior to the event to be placed on the Master Calendar.

#### Career Services Online Announcements

- To publicize career-related programs, email the flyer for your event to Erika Fadel in the Office of Career Services at [efadel@smu.edu](mailto:efadel@smu.edu). The Office of Career Services will be happy to include your flyer in its weekly announcements.

#### Flyers

- Student Organizations may post flyers for their event. You may only place flyers on the bulletin boards in Florence Hall, outside the Underwood Law Library ‘Pit’ in the two locked cases, (contact the SBA Secretary, Tillie Benson ([tkbenson@smu.edu](mailto:tkbenson@smu.edu)) to get access to these cases), on bulletin boards in the library circulation desk area, or on the bulletin boards on the lower level and first floor of Storey Hall.
  - **DO NOT** put up flyers that have not been approved by the SBA.
  - When placing flyers on the bulletin boards, **DO NOT** cover flyers already in place. You may move flyers around if it is necessary to make room for your flyer.
  - **DO NOT** remove flyers that belong to another organization.
  - Please remove flyers after your event is over.
- **Organizations who violate the process will lose their privileges for future events.**
- The cost of producing flyers comes out of your organization’s budget. Please observe proper funding procedures before printing flyers.
- If you have any questions regarding making or posting flyers, do not hesitate to contact the SBA for further assistance.

## **SPECIAL EVENT NEEDS AND POLICIES**

Print [Event Checklist](#). Using the links on the Event Checklist, request support as necessary for the execution of your event, i.e. room setup, Outdoor Event Request, alcohol approval, etc.

#### Alcohol

- **Serving Alcohol?** Special permission is required to serve alcohol at your event. Alcohol Request Form <https://www.smu.edu/StudentAffairs/VPSA/Alcohol/AlcoholRequestForm>

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**If your request is submitted late**, alcohol permits may be subject to expedited processing fees if applications are submitted to the Texas Alcoholic Beverage Commission (TABC) after the recommended deadline of **10 business days** before the event for which the certificate or permit is needed. Expedited processing fees are assessed for applications not received by TABC prior to the deadline as follows:

- **\$300** for applications submitted **nine to seven business days** before the event;
- **\$500** for applications submitted **six to four business days** before the event;
- **\$900** for applications submitted **three to one business days** before the event.
- The event or activity should not be centered around the consumption of alcohol, nor should it be a motivating factor for participation. No one under 21 years of age will be served. Depending on your activity, you may want to provide drink tickets, hand out bracelets, or stamp the hand of anyone under 21, etc. At a minimum, heavy appetizers should be served at events where alcohol is consumed, as well as an option for non-alcoholic beverages should be offered.

### Audio-Visual

- If you need audio visual assistance, 2 weeks in advance you should contact the SMU AV team <https://www.smu.edu/OIT/Services/AVServices>. A ticket will be created for your event and someone from the University's Shared Services Technology department will contact you.

### Building Accessibility

- If you are planning an event on weekends or holidays, contact Betty Alexander ([bettya@smu.edu](mailto:bettya@smu.edu)) to ensure that the buildings will be unlocked.

### Catering

- If using SMU Catering, contact them at 214-768-2368 or email at [catering@smu.edu](mailto:catering@smu.edu). For copies of the menu: <http://smucatering.com/menu.html>
- **If you are paying for food with an SMU Account code, then you can only use approved providers. See the list [here](#) on the SMU Website.**
- **Tips: any sauces must be pre-packaged to eliminate spills.**
- **Tips: Ask for stronger plates – this will eliminate unnecessary spills.**

### Contracts

- All contracts, whether for an outside venue or vendor, should be forwarded to Betty Alexander ([bettya@smu.edu](mailto:bettya@smu.edu)) for approval by the Dean's office and SMU's Director of Purchasing.
- For all contracts, the contracting party should be **'Southern Methodist University on behalf of SMU Dedman School of Law'** and NOT SMU Dedman School of Law.
- Under no circumstances should a contract for an event be sent directly to Legal Affairs or the Director of Purchasing.
- Students CANNOT sign a contract.

### Hot/Cold Request

- **Advance Requests:** Hot/Cold requests can be made in advance for events on weekends, in Karcher Auditorium, or during lunch or times when you want to be sure that the temperature is being monitored. Click here: <https://www.smu.edu/BusinessFinance/facilities> Choose Event Support. Fill in the form with appropriate details.



- **Emergency Requests:** When you have Hot/Cold emergencies, contact Maintenance and Facilities to make a request for AC/Heat at 214-768-7000 or online here: <https://www.smu.edu/BusinessFinance/facilities> Choose “Temperature Support.” This request will automatically go to the Siemens team for resolution.

### **Maintenance and Facilities Custodial Support**

- **If you are hosting a large event on campus on evenings or weekends, you may request custodial support 10 days in advance.** If your group will require additional trash cans and/or require extra trash pickup, [https://smu-isd.webtma.net/request\\_form\\_single.html](https://smu-isd.webtma.net/request_form_single.html) for arrangements.
- **At the conclusion of your event, the space should be cleaned up and returned to its original condition.** It is your responsibility to clean up after your group. When utilizing a classroom, keep in mind there will be classes after your meeting and failure to cleanup will affect the students using the classroom after you. Appoint a clean-up person/committee depending on the event size prior to the day of your event. Failure to clean up properly will affect your ability to reserve a room in the future!
- **If your organization hosts an event in either Hillcrest or Walsh in Underwood Law Library, trash cans should be placed outside the class and Hallway and put in the Pit area for trash collection. Make arrangements for extra containers :** [https://smu-isd.webtma.net/request\\_form\\_single.html](https://smu-isd.webtma.net/request_form_single.html)
- **Emergency Maintenance Issues** – If you notice issues within the space that require special clean up or care, submit a request: [Maintenance and Facilities](#)

### **Off-Campus Events**

- Once you have received confirmation that your contract (see Contracts section on page 8) has been approved, submit your information on the [SBA Student Organization Event Submission Form](#). **This information will automatically be submitted for the Master Calendar and to LawTalk.**

### **Outdoor Event Request**

- Any function that will utilize outside grounds in the law quad will need to be scheduled first through Schedule.SMU. An Outdoor Event Request (formerly Use of Grounds Permit Form) must be completed and signed by the police, risk management, and grounds departments. To link to this request: <http://www.smu.edu/StudentAffairs/StudentActivities/FormsandProcedures> . Scroll down to the appropriate link and sign in, then fill out the form.

### **Parking**

- Depending on the size and type of your event, you may need special parking for speakers or other outside attendees. Should you require additional parking, please contact Betty Alexander, [bettya@smu.edu](mailto:bettya@smu.edu), **no later** than two weeks prior to your event for arrangements. She will determine the most suitable options for your event based on the number of guests planning to attend. If you need parking for more than five guests, she will need to make special preparations with SMU Parking Services. An account code will be required for parking fees applicable per car. A parking pass must be placed on the

guest's car. Further, a representative from your organization should plan to meet and escort your guest from the garage or lot where they will park.

### **Non-Law School Room Requests**

- Should you need to reserve rooms in other buildings on campus, not located in the School of Law, please refer to the University Registrar's Room Scheduling Request Form in Schedule.SMU.

### **Safety and Risk Management** Contact Office of Risk Management at 214-768-2083

- All special events involve some level of risk. Proper safety and risk management planning by the event coordinator will insure events held by student organizations run smoothly and safely. If you are inviting outside vendors on campus, they **MUST** have special event insurance. All outside vendors coming onto our Campus are required to show proof of Liability Insurance coverage at a minimum of \$1,000,000. Ask them for a Certificate of Insurance (COI). This can usually be emailed to you.
- Special events insurance (also known as Tenant User's Liability Insurance Policy - TULIP) may be purchased for organizations that host activities that are not included in the University's insurance program. This program provides liability coverage and legal defense for negligence brought on the grounds of mismanagement, improper security, misleading representations, or failure of equipment/fixtures. Other coverage may be purchased at an additional cost. The Office of Risk Management is unable to provide pricing or premiums for this coverage. However, you may obtain a quote by going to this website <https://tulip.ajgrms.com>; and clicking on "Get a Quote" which will take you through the process and provide pricing prior to purchasing coverage. Be sure this amount is included in your budget.

## **EVENT BUDGETS AND FUNDING**

### **SBA Funding and Reimbursements**

- The Finance Committee will meet over the summer and allocate budgets at the end of the summer.
- Reimbursement forms are available outside of the SBA office, lower Storey Hall room 24A. When submitting reimbursements to the SBA:
  - Payer must submit a W-9 form each year, the **first time** he/she submits a reimbursement. This is required for tax purposes. W-9 forms are available online and outside of the SBA office, lower Storey Hall room 24A.
  - Use the SMU tax exempt form when paying for event items. Annual tax exempt forms can be found on the University's business office website. Organizations will **not** be reimbursed for taxes.

- Keep **itemized** receipts of all expenditures. The SBA does **not** fund alcohol. Thus, a receipt stating “food and drink” will **not** be accepted. It must have specifics “taco, chips, etc.”
- The SBA does **not** fund debt. Reimbursements within an organization’s allocated budget are not considered debt. However, if a student organization exceeds its budget (e.g. a budget of \$500 and spends \$600) the SBA will be unable to reimbursement the additional \$100. If your organization needs additional funding, come to the SBA before the expenditure. See below.
- Additional funding is available to an active organization that has used its money in an efficient manner for a scholarly purpose. Please contact a class representative to sponsor and help write a bill for additional funding. Submit the bill to the SBA Treasurer, Stephen Chance, [schance@smu.edu](mailto:schance@smu.edu) and it will be added to the agenda for presentation at the next scheduled Voting Counsel meeting. VC meetings are held on Wednesdays at 5:15 pm (Carr Collins Room 101).
- For questions regarding SBA funding, please refer to the guide submitted to all organizations and committees during the summer or contact Stephen Chance.

#### Outside Funding

- **DO NOT seek outside funding from a law firm, corporation, etc. without first consulting with the SBA President and Vice President.** They will contact the appropriate SMU Dedman School of Law Development Officer for approval.

#### Additional Funding

- The Student Bar Association is here to serve YOU. If your organization runs out of funds before the year is over or an event has unexpected or increased expenses, please contact the current SBA Representatives to the Student Senate.
- Once you have worked with a Voting Council member to write the bill, the bill should be submitted by the sponsoring representative to the SBA Treasurer, no later than noon of the Monday prior to the meeting. At the meeting, a representative of your organization and the sponsoring Voting Council member will present the bill to the Voting Council.

*When a need for additional funding is legitimate and well articulated to the Voting Council, there is a high success rate for requests to secure additional funding. Please contact the SBA president for more information about requesting funding for your organization after the budget period.*

The SMU Dedman School of Law Finance Office is located in Storey Hall, Room 126. Information regarding accounting codes and reimbursement policies can be obtained from Jerchel Anderson, Financial Business Manager, [jerchela@smu.edu](mailto:jerchela@smu.edu) .

## **EVENT CANCELLATIONS**

- If you have already received a room reservation confirmation, and you need to reschedule or cancel an event, please contact Rebekah Bell ([rbell@smu.edu](mailto:rbell@smu.edu)) as soon as possible. Be

sure to notify other vendors or departments of your cancellation, i.e. the help desk for technology services, SMU Catering, etc.

- When an event must be cancelled or rescheduled, it is essential to notify and inform all attendees and potential attendees and speakers as timely as possible!

## **CONTACT INFORMATION**

### SMU Staff

Stephen Yeager, Assistant Dean for Student Affairs [syeager@smu.edu](mailto:syeager@smu.edu).

Rebekah Bell, Assistant Director for Special Events [rbell@smu.edu](mailto:rbell@smu.edu)

Betty Alexander, Coordinator, Dean's Office [bettya@smu.edu](mailto:bettya@smu.edu)

Brenda Aylesworth, Office of Alumni Relations, [bayles@smu.edu](mailto:bayles@smu.edu)