**SANTA CLARA LAW STUDENT LIFE OFFICE**  
**EVENT PLANNING WORKSHEET**

### Assessment
- Determine type of event (social, community service, networking, educational)
- Identify co-sponsors (SBA, Clubs, LCS, LSS, Alumni)
- Set event goals (fundraising, outreach, fun)
- Inform faculty advisor
- Inform Law Student Services Office
- Check web calendar for an appropriate date

### Scheduling
- Schedule a location:
- Use Astra to request events in Bannan, Benson or Arts and Science, etc.
- Bannan Student Lounge, email SBA President
- Other Campus Facilities, Scheduling/Event Planning Office (6911)
- Calendar the event on law school web page (and university page)
- Determine setup (venue configuration, furniture, lighting, linens) and contact appropriate Univ. contact

### Speakers/Guests
- Select program speakers/entertainment
- Talk to LCS and Alumni about speaker choices
- Initiate first contact via phone or letter as soon as possible
- Send confirmation letter and follow-up phone call to confirm
- Review contract with Law Finance Office (5049)
- Determine who will be moderator/master of ceremonies
- Get biographical information on speaker, VIPS, honorees, etc.
- Determine list of questions for panel program
- Make hospitality arrangements (hotels, food, transportation)
- Notify Law Student Services of guests or speakers (4766)
- Confirm all arrangements one week prior to event

### Budget
- Determine budget account number, contact SBA Treasurer or Law Finance Office (1984)
- Estimate event costs-food, brochures, mailing and publicity
- Determine line-item budget
- Determine speaker reimbursement of expenses
- Determine cost to guests attending program
- Guest speaker honorarium, contact Law Finance Office (5049)
- Risk management Orientation, contact Student Services, (4766)

### Publicity
- Select publicity team
- Determine promotional methods & individuals responsible
- Banners: University Marketing Communications KSCU
- Flyers/Brochures: SCU Web Calendar Easels
- Sidewalk Chalking: Email Announcements and announcement screens Class whiteboards
- Law Alumni: Grapevine, legal press White boards,
- Mailings: Faculty/Staff Law Students Legal Community
- * * ALL publicity material must contain ADA Disability Information and speaker statement

### Registration
- Determine pre-registration plan by mail, fax, web site--contact Law Alumni for help
- Set up system to track registration by name, amount paid, method of payment
- Contact Special Projects Office if offered for MCLE credit (5473)
### 1 MONTH IN ADVANCE

**Parking And Security**
- Inform Campus Safety (4441) of event
- Reserve parking space for speaker and get permit from Transportation Services Office

**Food & Beverages**
- Determine number of participants
- Determine food budget
- Contact Bon Appetit Catering (1792) or Adobe Lodge (4059)
- Order tables/chairs and food tables 3 WEEKS EARLY
  - in Benson (4944)
  - outside of Benson through Facilities (4742)
- Cleanup the room after the event, using outside containers for food disposal
- Absolutely no food/beverages allowed in the Moot Court
- Read the University Alcohol Policy if serving alcohol
- Confirm all arrangements one week prior to event

**Equipment Needed**
- For Media Services: Law IT (5508) if outside of Bannan Univ. Media Services (4520)
  - Microphone
  - Chalk Board/white board
  - Slide Projector
  - Internet Connection
  - For event setup not in Bannan, Facilities (4742) or Benson Center (4944)
    - Garbage Cans
    - Bulletin Board
    - Chalk/white Board
    - Other
- Confirm all arrangements one week prior to event

**Supplies needed**
- Handouts
- Evaluations
- Decorations
- Other

**Implementation**
- Establish program timeline
- Establish responsible person for each task
- Establish communication plan for event day
- Arrive early and set up early, to allow for last minute contingency planning

**POST-EVENT**
- Take down signs and return equipment
- Resolve finances with SBA Treasurer and Law Finance Office (551-1984)
- Complete detailed LSO Post Event Worksheet
- Send thank you notes/letters to speakers and volunteers
- Contact Joanie Schuller for free speaker giveaways (5473)
- Submit a short article and photo for web page or Grapevine

**OTHER**