Student Event Information
Planning and Executing Student Run Programs, Events, Socials, etc.

PRESENTER:
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DATE:
September 2015
Where can I find Event Planning Information?

- http://www.lawschool.cornell.edu/studentlife/eventplanning/Index.cfm
Student Event Planning

Welcome to Cornell Law School Student Event Information website. Please use the navigation bar at left to maneuver through the site. Questions, please e-mail Linda Majeroni or phone 255-6536.
Initial Planning

• Meet with members of organization to brainstorm/make plans—purpose, target audience, choose tentative date(s).

• Check in with Career Services--Lyndsey Bullock and/or Nicole Sandoz to not only avoid conflicts but to also receive advice/counsel on appropriate career/law related topics, speaker recommendations, etc.

• Inform Advisor of upcoming plans/programs---get advice/counsel

• Check the Law School Calendar—Avoid Conflicts—Major AND Minor (http://www.lawschool.cornell.edu/news-center/events.cfm) ***Good idea to check University wide calendar (http://events.cornell.edu/). Programs w/ outside spkrs--may want to also check hotel availability.
September 2015

CLSA Mentor/Mentee Reception
Tuesday, September 1 / 4:15PM / The Commons / Student Events

Making the Best of the LL.M. Year, Insights on the LL.M. Job Market in NY & Bar Exam
Tuesday, September 1 / 9:30AM / 390 (Cap 104) / Career Events

Morning Coffee
Wednesday, September 2 / 8:15AM / The Commons / Student Events

Student Event Planning Information Meeting
Wednesday, September 2 / 2:40PM / 184 (Cap 173) / Student Events

Student Organizations Activities Fair
Wednesday, September 2 / 4:15PM / The Commons / Student Events

Lawyering Program Honors Fellow training
Wednesday, September 2 / 6:00PM / StuLinG (Room G65, Cap 49) / General Calendar

Christian Legal Society 1L Welcome Reception
Thursday, September 3 / 6:00PM / Campusithaca Area 1 / Student Events
Once Date Selected---Use the Meeting Room Manager (MRM) to:

• Check room availability in Myron Taylor Hall (double-check events)
• Reserve a room in Myron Taylor Hall
• During the room reservation process you will:
  • Request Facilities Support (setting up chairs/tables, request use outside business hours, etc.)
  • Request Audio Visual Support (microphone, projector, record, etc.)
  • Request Communications/Publicity Support (digital TV displays, posters, etc.)
• Post information about the event to the law school website’s calendar
Getting Started in MRM

• Two Students from each group can be registered to access the MRM.

• Two items are needed in order to gain access to MRM
  - Login
  - Password

• Login/Password passed down from last year’s student leaders
  OR contact Dave Semo at: dave.semo@cornell.edu to gain access. You will need to provide him with:
    - Your name
    - Name of Student Organization
    - Your Position in the Organization
    - NET ID
NOTE: MUST INSTALL VPN (virtual private network) ON PERSONAL DEVICE IF ACCESSING MRM OUTSIDE CORNELL’S NETWORK

- For more information on installing VPN: [http://www.it.cornell.edu/services/vpn/howto/index.cfm](http://www.it.cornell.edu/services/vpn/howto/index.cfm)

- MRM URL: [http://calendar.lawschool.cornell.edu/mrm/](http://calendar.lawschool.cornell.edu/mrm/)

- Once you have entered login information MRM will open in calendar display on the current date.
Click on a specific date to view all room reservations for that day. Use the green arrows to see previous or future months.

Gray areas in the calendar indicate that the room is available during that time.
Making the Reservation

• NOTE: Classes have scheduling priority.

• To begin a new event/room reservation double click in the open time slot you wish to book under a specific room—ON THE DATE YOU WISH TO BOOK.

• The reservation for the specific room you wish to reserve will open up.
Section 1: Reservation Details
Enter exact time of event—start to finish. Enter prep/clean up times—prep/clean up times will NOT appear in law school web calendar.

Section 2: Detail Tabs—First Tab “General”
Class Title – display MRM calendar
Event Title – Event heading on law school web calendar
Electronic Display Title – TV monitor event list
Event Description – descriptive information for web calendar & for Communications to make TV monitor poster
Contact person – required and appears in web calendar
A View from the Bench: How to be an Effective Clerk

Date: Thursday, September 13, 2012
Time: 3:30PM-4:30PM
Location: Gold (Total Room Capacity: 149)
Speaker(s): Honorable James Knoll Gardner, U.S. District Court, Eastern District of Pennsylvania

U.S. District Court Judge James Knoll Gardner shares his advice on how to execute the duties of judicial law clerk to maximize your effectiveness and foster a positive relationship with your judge.
Second Tab – “Facilities”

- This tab is used to request support from the facilities office
  - for after hours building and room access
  - room set up
  - directional signage
  - notify when food and/or alcohol (next slide) is being served---48 hour advance notice required.

- All events where facilities support is requested and/or food/alcohol is being served must also discuss the request with either Karen Bailey (kmn6@cornell.edu) or Mike Pado (mjp20@cornell.edu)

- If no facility support is needed---use the drop down menu under “I DO NOT REQUIRE FACILITIES SUPPORT” and select “No Support Required”
Note about Alcohol Policy and Event Registration Form

- Students seeking to use Law School or Law School-administered funds for the purchase of alcohol for a student event must:
  - Obtain prior approval from Dean Miner
  - Either hold the event in question at a properly licensed commercial vendor or retain the services of a licensed caterer
    (http://www.lawschool.cornell.edu/studentlife/eventplanning/Alcohol-Policy.cfm)

- All events serving alcohol on campus must complete the University Event Registration Form---link is on social/program check list.

- In addition, the Event Registration Form needs completing if following apply: Event has over 200 people (or over 50 if using GPSAFC funds), held outdoors, or held at Cornell venue such as Statler, Johnson Art Museum, Big Red Barn—to name a few.

- **New This Year:** For events needing to be registered, the form should be submitted at least three weeks prior to the start date. Student organizations may be fined for late filing, or lack of filing an Event Registration Form.
Third Tab --- "Communications"

Click Communications Tab to:

- Request promotional materials—digital screen shots, posters, etc.
- Enter speaker information
- Indicate GPSAFC funded event
- Publicize on law school website calendar

Adding Event to Law School Web Calendar:

- Under "Add This Event to Calendar"
- Choose Calendar “type”—“Student Events” (it will appear in general but specifically if “student” box is checked, just student events will appear on the feed.)

Contact Michelle Tong (MT582@cornell.edu) giving Communications a heads up if the image will be for an event that is in the “brand new” category, otherwise communications takes info from MRM and updates/creates jpg image for screens. These images are provided free of charge to all student orgs---you can then make posters, etc. from the screen shots which may result in a copy charge—but nothing more. Anything that has to do with printing other than the screen shots will incur costs to the sponsoring group either in terms of design and/or printing.
Fourth Tab—"Audio/Visual"

Click on the Audio-Visual tab to:

- Request microphones
- Request assistance setting up audio-visual equipment
- Record your event
- E-mail automatically generated to AV with requests.
- Follow up contact with Michael d’Estries at md262@cornell.edu
- If no AV Support needed---click on “no” in drop down menu
Off-Site Events:

- Click Campus/Ithaca Area when:
- Event is off-site but you want it posted to the calendar
- Request “Communications” support for digital screens, posters, etc.
- Write in the location on the date and time of the event
Hit: “Save and Close”

- Follow up with support requested
- Edit Event?
  
  » If you change the date—you must delete and start over. If you want to change the time and/or location of an existing event, your event will go through a re-approval process. You will receive an email notification once it has been reviewed. Any Facilities, A/V or Communications/Publicity support requested will automatically be notified of your change via email upon approval—BUT follow up with them individually to confirm.

- Deleting Events

- If you delete an existing event, you will need to contact any support you have requested
SLECA, GPSAFC, Execution of Events

• “SLECA”
  • Student Leadership, Engagement & Campus Activities
  • Registration---Beginning of EVERY Academic year
  • Indicates the Group is 1) active and 2) Authorized to Receive University Privileges
Privileges of Registered Organizations:

- Organizations are entitled to:
- access organization funds from the SAFC and GPSAFC, and request funding from other campus sources
- apply for office space and/or mailboxes in WSH
- be included on the list of student organizations on the Student Activities Office Web site
- participate in the annual ClubFest (sponsored by Welcome Weekend committee)
- receive club insurance coverage
- request permission to conduct fund-raising activities on campus
- request permission to use university property and services
- request space for free web space on the Registered Student Organization (RSO) server
- request to sponsor programs and activities
SLECA Registration:

• Registration Gateway:

   http://orgsync.rso.cornell.edu/Registration_home

Click on “Graduate/Professional Student Organization

• All Law School Student Orgs are “INDEPENDENT” EXCEPT for:

   CLSA, Journals, Moot Court, JSD, LLM—which are “University”

   NOTE: Sports Clubs are a special sub-category within the

   “INDEPENDENT” student groups.—Sports Clubs (Softball, soccer, tennis, etc.)

   need to go through the “sports club” gateway from the graduate/professional

   link.

   » Need to have constitution—if not already uploaded

   » President, Treasurer, One other officer, Advisor

   » All “electronic” signatures must be completed, etc. before approval

   given---pls note, org sync may say “approved” and then switch to

   “pending” then to “approved” . . .

   - E-mail generated from OrgSync to officers/advisor. Click on link in e-mail—

     will take you to CIO Addendum (Agreement for a Contracted Independent

     Organization) hit green button “Review Organization”—go through prompts,

     filling out CIO form---keep hitting “next” until final submission.

   » NOTE—if the SLECA registration has not been finalized and received

      complete “approval” status by September 28---GPSAFC funding will be

      revoked and lost.
GPSAFC—Graduate and Professional Student Assembly Finance Commission

• Once your group has received the official/final SLECA “approved” status then . . . Student Group Can:
  • Access already allocated GPSAFC funding OR
  • Apply for GPSAFC funding OR
  • If already allocated GPSAFC funding and need additional funding can apply for “Special Funding Request”
  • *Where to find budget(s) in ORGSYNC*
  • Budget Application Deadlines---when request considered. See GPSAFC Dates/Deadlines Handout

  » Everything must be completed by deadline—all electronic signatures, support documentation uploaded, if speaker graduated less than 5 years---letter of support from advisor, etc.
GPSAFC – Funding Allocations

• **Social Line Item—Social Gatherings for Just the Organization**
  » Food for General Meetings
  » Bar Tabs
  » Bowling
  » Etc.
  » Must stay within Tompkins County—or receive prior approval to go short distance beyond

• **Program Line Item—To be used for Events with Academic Integrity—Open to Graduate Community**
  » Speaker Travel/Lodging
  » Reception Costs
  » Publicity
  » Movie Rentals Viewing for Academic Discussions
  » Etc.
  » Speakers that graduated within last 5 years from University ineligible for travel related expenses UNLESS request submitted by advisor
Sport Clubs

• **Training Workshops---Mandatory Attendance Required**

• In order to complete the registration process for all sport clubs, at least two (2) current officers (from the list of officers entered by the club on the registration page) must attend and complete the sport club training offered by the office of Student Leadership, Engagement & Campus Activities (SLECA).

• Fall 2015 Sport Club Training Workshops

  • Thursday, September 10 - 1:30 pm
  • Monday, September 21 - 12:15 pm
  • Wednesday, October 7 - 3:00 pm

• All trainings will take place in the Willard Straight Hall Memorial Room.

• If your group does not attended at least one workshop, you will need to wait until they are offered again in order to become completely registered. Workshops are roughly 60 minutes long.
Social Events

• “Checklist for Social Events”
• Student Activity Funding Request Form—Bring to Linda, room 138 MTH with as much completed information as possible.
• In discussion will identify Funding Sources: GPSAFC, CLSA, Co-sponsor with other student org (Co-sponsorship form)
• If deficit and additional funding needed—will discuss options (other groups, other departments, Dean Miner, etc.)
• Once all funding sources identified and secured then:
  • Linda will place Food Order OR student will get reimbursed---Will go over a few screens down
• GPSAFC Funding: “Co-sponsored by GPSAFC”
Program Events

• “Checklist for Program Events”
• Student Activity Funding Request Form
• If Everything is in-house---no need for a separate budget--just identify expenses---i.e. movie rental, food, etc.
• If one or more outside speakers---prepare budget—Linda will help with budget prep. Identify current funding sources/deficit (next slide).
• If speaker(s) from any private sector employer(s) (firms/corporations) notify Nicole Sandoz (NMS39) or Lyndsey Bullock (LDB27) if speaker(s) from public sector (non-profits, government and the like) notify Karen Comstock (KVC2).
• If speaker is a Law School alumnus, notify Kristine Hoffmeister at KSH54)
• Linda will help with execution, i.e. hotels, travel, food, etc.—direct payment authorization forms for Statler Hotel
• Co-sponsored by GPSFAC and Open to Graduate Community
Program Events Budgeting—See Handout:

- **Expenses**
  - List Everything
    - Speaker(s): round trip travel, lodging, ground transportation, in transit meals, meals in town (breakfast, etc.)
    - Note---Law School does NOT pay speaker fees/honorarium.
    - Reception
    - Dinner for speaker(s) and faculty/board members
    - Publicity (if any)

- **Income**
  - All funding sources and how the funding source is being used, i.e. $500 from GPSAFC Program Line Item for Air Fare; $250 from program Line Item for Hotel; WLC—GPSAFC Co-sponsorship Program: $300 for Reception, etc.

- **Deficit---Where to turn for additional funding**
  - GPSAFC Special Funding Request
  - Co-sponsorship with other student orgs
  - CLSA
  - Dean Miner
  - Career Services
  - Other Law School Departments
WORD ABOUT JUDGES

• Additional and special procedures in place for bringing in a judge as a speaker.
• Can be found here: http://www.lawschool.cornell.edu/studentlife/eventplanning/Guide
  lines-for-Bringing-Judges-to-the-Law-School-other-than-Moot-Court.cfm
• Meet with me VERY early in the planning
Program Events---Execution of

- Along with Budgeting, etc., Linda will assist with all planning, preparation, execution, etc. of programs
- Remember to follow-up with key departments after completing MRM (Meeting Room Manager)
- Things to remember throughout actual program:
  - Plan in place for speaker(s)---ground transportation to/from hotel—convey all instructions to speaker(s)
  - Dress professionally—have members dress professionally as well
  - Plan in place for meeting/greeting speaker(s)
  - Introductions prior to presentation---who is doing, bios, firm grasp of topic
  - Follow-up/wrap up after presentation—thanks,
  - Private lunch/dinner---people secured, location secured, payment options secured
  - Reimbursement instructions/packet to speaker(s) – Ask Linda, she will provide
  - Follow-up “Thank You Note”
Reducing Out of Pocket Expense:

• Independent versus University
  » What can be paid for directly/what can not . . .
    - Wegman’s card, FedEx, etc.
  » Reimbursement procedures---NON payroll deposit form

• Student Travel
  » Procedure
    - Prepare budget for one person attending
    - Take printed budget to Dean Miner---request funding
    - If funding received (always “up to” amount) then
      • See Linda---she will assist with travel, cash advance (pls note canNOT make hotel reservations and/or rental car reservations).
      • Cash Advance
    - Release forms---turned in PRIOR to departure
Conclusion

• Look over materials
• Check out website
• Meet with members of board
• Begin planning the entire year---what you want to do when
• Determine funding needs
• Questions/assistance needed throughout planning process---contact Linda via lam32@cornell.edu to schedule appointment or stop by