

# Student Organizations Working Group Lunch

Planning Big Events  
September 29, 2022



# Topics to be discussed

- On Campus
- Off Campus
- Retreat
- Things to remember

# Timing is Key to a Successful Event

Timing and accuracy is really what matters at the end of the day. The timing of your event has huge impact on its success, so it is worth spending the time and effort to ascertain the best day for the event with a view to avoiding conflicts and maximizing attendance.

# Off-Campus Vs On-Campus

		Off-Campus	On-Campus
1	BUDGET	Always work within your budget. Check with your organizations treasurer.	Always work within your budget. Check with your organizations treasurer.
2	DATE	<ul style="list-style-type: none"><li>• Check the Student Affairs Calendar</li><li>• Check the Student Organizations Calendar</li><li>• Dates when room reservations are limited</li><li>• Law Calendar</li></ul>	<ul style="list-style-type: none"><li>• Check the Student Affairs Calendar</li><li>• Check the Student Organizations Calendar</li><li>• Dates when room reservations are limited</li><li>• Law Calendar</li></ul>
3	VENUE	Find a venue for your event and check if the venue is an approved vendor. If not sure, please email student organizations the name and address of the venue. If the venue is not an approved vendor, we need to add them to the university vendor system.	Not including JG, Big and Little Warren, and JG Annex. Please check with University Events Management (UEM) venues within the university available for your event. (Low Library, Lerner Auditorium, Revson, etc.). UEM has it's own EMS, this is <b>NOT</b> your Law School's EMS.
4	FOOD	Assuming the off-campus venue you have chosen will provide food and drinks, please request a contract and upload them to the student organization request form.	Student planner would need to find a caterer who will serve food and drinks for their event. Make sure it is an approved vendor, if not, we need to add them to the CU System. If there are wait staff, we will also need a Purchase Order (PO).

# Off-Campus Vs On-Campus

		Off-Campus	On-Campus
5	ALCOHOL	Assuming the off-campus venue you have chosen will also provide alcohol, please include this in the contract and upload them to the student organization request form.	Assuming your preferred caterer is providing alcohol, please include this in the contract. If not, student planners would need to apply for a liquor permit and students would need to attend UEM's alcohol training
6	EVENT REVIEW	If it's an off-campus event, student organization planners can plan to meet with Jeff Bagares for additional guidance and support.	Student organization advisor would need to schedule an event review with the following: Student Organization planners, UEM, Public Safety, Facilities and AV to discuss the needs of the event.
7	CONTRACT	Upload the contract to the student organization request form. Signature turnaround time is between 1 – 3 weeks. Most cases, the contract will need amendments and this may add additional time.	UEM will send student organization a contract for the event, please upload them to the student organization request form. If the caterer you are using is not UEM, please also request a contract and refer to number 4.
8	INVITING A SPEAKER	If your organization is covering travel expenses for your guests, please email student organizations at least 6 weeks in advance so we can book travel arrangements for your guest(s).	If your organization is covering travel expenses for your guests, please email student organizations at least 6 weeks in advance so we can book travel arrangements for your guest(s).

# Off-Campus Vs On-Campus

		Off-Campus	On-Campus
8	SPEAKER	If the person is a head of state / government, high government official, cabinet members, considered high profile or controversial, please let Jeff Bagares know not less than 10 business days of the event.	If the person is a head of state / government, high government official, cabinet members, considered high profile or controversial, please let Jeff Bagares know not less than 10 business days of the event.
9	ADDITIONAL OUTREACH	For Private Sector: Sonovia Harmon (sh3477) For Public Interest: Eleanor Van Hest (ev2494) For the Judiciary: George Kusserow (gk2529) Alumni: Beth Evans ( <a href="mailto:alumni@law.columbia.edu">alumni@law.columbia.edu</a> )	For Private Sector: Sonovia Harmon (sh3477) For Public Interest: Eleanor Van Hest (ev2494) For the Judiciary: George Kusserow (gk2529) Alumni: Beth Evans ( <a href="mailto:alumni@law.columbia.edu">alumni@law.columbia.edu</a> )
10	ADVERTISEMENT	Always add your event(s) to the Law Calendar and to the Student Organization Calendar. The Office of Communications, Marketing, and Public Affairs is committed to providing as much publicity for student-run events as possible. Please connect with Jeff Bagares no less than 2 weeks before the event.	Always add your event(s) to the Law Calendar and to the Student Organization Calendar. The Office of Communications, Marketing, and Public Affairs is committed to providing as much publicity for student-run events as possible. Please connect with Jeff Bagares no less than 2 weeks before the event.
11	SWAGS and SUPPLIES	If you plan to give out Columbia branded supplies, you can only order from an approved vendor. Remember, if the total price of all the Columbia branded supplies is more than \$2500.00, we will need a PO. If you plan to purchase supplies for your event, please upload all the link to the student organization request form and we can help you purchase them (not more than \$2500.00)	If you plan to give out Columbia branded supplies, you can only order from an approved vendor. Remember, if the total price of all the Columbia branded supplies is more than \$2500.00, we will need a PO. If you plan to purchase supplies for your event, please upload all the link to the student organization request form and we can help you purchase them (not more than \$2500.00)

# Off-Campus Vs On-Campus

		Off-Campus	On-Campus
12	MAILING OF GIVEAWAYS AND HONORARIUM TO GUEST(s)	We can work with our InfoCenter if you plan to mail your giveaways to attendees. If you plan to give honorarium (\$250.00 max)to guest speaker(s), please let student organization know so we can help with the process.	We can work with our InfoCenter if you plan to mail your giveaways to attendees. If you plan to give honorarium (\$250.00 max)to guest speaker(s), please let student organization know so we can help with the process.
13	RECORD	Please keep a record of everything - expenses, venues, food, what worked and what did not work. This will help future board members to plan for their events.	Please keep a record of everything - expenses, venues, food, what worked and what did not work. This will help future board members to plan for their events.

# Retreat

- **BUDGET**  
Always work within your budget, check with your organization's treasurer.
- **DATE**  
Check the Student Affairs Calendar  
Check the Student Organizations Calendar  
Dates when room reservations are limited  
Law Calendar
- **VENUE**  
Is the location you have chosen and approved vendor? If not, we need to add them to the Columbia Vendor System. If not sure, email student organization so we can check them for you.



# Retreat

- **CONTRACT**

Request a contract from the vendor and upload it to the student organization request form. The usual turn around time is between 1-3 weeks. Most cases, an amendment is needed so it may take additional time. If the vendor does not have a contract, we can provide the vendor a contract.

- **TRANSPORTATION**

Columbia Transportation provides bus and van charter services and it requires 3 weeks in advance in order to guarantee a bus. Quotes and reservation can be made by completing the Charter Request Form.

- **FOOD, DRINKS, SUPPLIES**

- Make sure to check if the vendor will include food, drinks, supplies during your retreat.

- **Dean's Approval Letter**

- **Waivers**

# Additional Resources

- Columbia Law School Student Organization Website
- Columbia Law School Student Handbook

Questions?

- Jeffrey Bagares (jb3861) or [studentorganizations@law.columbia.edu](mailto:studentorganizations@law.columbia.edu)
- Justin Onwenu (jo2659) Student Senate Treasurer

## **REMINDER:**

Requesting to pay an invoice, use the PCard, review and sign a contract, letters of credit, etc..? **Please fill out the Student organization form.**