

# EVENT PLANNING GUIDE

**2023-2024**

# PLEASE SIGN IN

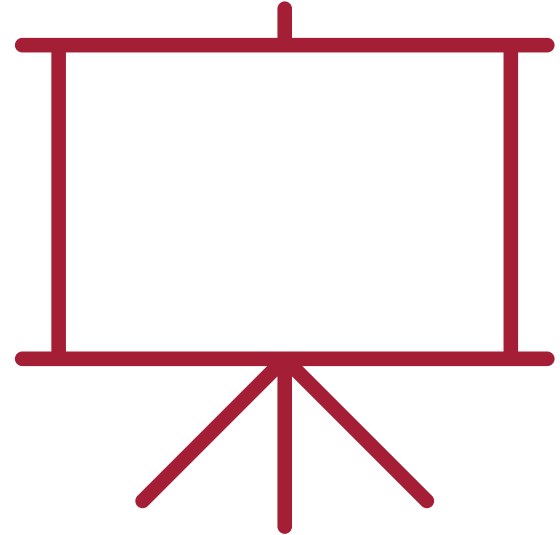
- Use your phone to scan the QR Code
- Complete the form
- Fill out for each organization
- Everyone please sign in – even if you have multiple people attending for one organization



**PLAN AHEAD**

# Overview of this Presentation

- LSCL Responsibilities & Support
- LiveWhale
- Budgeting
- Marketing Your Events
- Providing Food
- Technology Requests
- Special Speaker Considerations
- Post Event Duties



# **LSCL RESPONSIBILITIES & SUPPORT**

# Law School Communications Liaison (LSCL) Responsibilities

- Keep Organization Contact Information Updated
  - Administration Spreadsheet
  - Temple Law Website
- Communicate with Law School Marketing and Communications Team
- Request Rooms and Post Events on LiveWhale



# Student Services

- Britt Walden, Senior Director of Student Affairs and DEI Initiatives
  - [Walden@temple.edu](mailto:Walden@temple.edu)
- Noleen Urmson, Associate Director of Academic and Professional Success
  - [Nurmson@temple.edu](mailto:Nurmson@temple.edu)
- Molly Levy, Senior Administrative Specialist
  - [Molly.paige.levy@temple.edu](mailto:Molly.paige.levy@temple.edu)

# Special Events Team & LiveWhale

- Dorothy Lee, Director of Special Events
  - [Dlee3@temple.edu](mailto:Dlee3@temple.edu)
- Nicole Regis, Director of Marketing and Events Management
  - [Nicole.regis@temple.edu](mailto:Nicole.regis@temple.edu)



# Student Bar Association

- SBAMAIL – [sbemail@temple.edu](mailto:sbemail@temple.edu)
- SBATREAS – [sbatreas@temple.edu](mailto:sbatreas@temple.edu)

# Marketing & Communications

- Amber Bethune, Information Resources Coordinator
  - [Amber.bethune@temple.edu](mailto:Amber.bethune@temple.edu)
- Rick Kauffman, Associate Director of Digital Communications
  - [rick.kauffman@temple.edu](mailto:rick.kauffman@temple.edu)

# Additional Law School Support

- Farlistcity El-Baker, Office Administrator - [farlistcity.el-baker@temple.edu](mailto:farlistcity.el-baker@temple.edu)
- Colleen Uhniat, Executive Director Law School Development - [colleen.uhniat@temple.edu](mailto:colleen.uhniat@temple.edu)
- Jim Walsh, Assistant Dean Career Services – [jim.walsh@temple.edu](mailto:jim.walsh@temple.edu)
- Beth Shepard-Rabadam, Assistant Dean – [tun52650@temple.edu](mailto:tun52650@temple.edu)
- IT Help – [tlawav@temple.edu](mailto:tlawav@temple.edu)
- [Event Support Request Form](#)

# LIVEWHALE

Planning Events & Booking Rooms

## Putting on an Event 101

1. Pick a good date/time & reserve the space
2. Confirm your budget and any expenditures. Do not spend any money without knowing that you have funding and will be reimbursed
3. Market your event!
4. Make sure you have what you need for the event (food, technology, chairs, tables, etc).
5. Take attendance
6. Clean up (classrooms, alcoves, etc) and leave promptly

## Picking a Date & Time

- Book in advance
- Check the calendar ahead of time for conflicts. Do not book against administrative events such as Academic Advising or Academic Support Sessions, Career Services Panels, Law School CLEs, Dean's Office Events, and Named Lectures
- Most events take place during lunch (12PM – 1PM)
- Do not forget evening students! Plan for a variety of events that all students can attend
- Consider having a Zoom option and/or record events

## Law School Rooms & Locations for Events

- Classrooms in Klein or Barrack (K1A, K1B, K1C, K1D, K1E, K2A, K2B, K5A, K6A, K6B, K7A, K7B, K8A, K8B, B102, B203, B205)
- Moot Court Room
- Breezeway
- 2nd Floor Alcove (East & West)
- 3rd Floor Barrack Lounge

**NOTE:** Shusterman Hall requires a fee for use and is rarely used for student organization events.

## A note about Classrooms

- Classes will take precedence over events
- You may be moved from a room for a make-up class
- Classes start at 1:10PM
  - Be out of the room with enough time for the students to come in, the faculty member to prepare, and for the class to start on time
  - 1PM is the **latest** you should be finishing up
  - Panel sessions are better in rooms without a class immediately after

## Rooms are Booked on LiveWhale

- Only the LSCL has access to LiveWhale
  - Processing takes at least 3 days for the LSCL to be granted access to the organization calendar
- Must watch the training video on Canvas
- Expect a minimum of 3-5 days (not including weekends) before a room is assigned
- If there are any issues or if you have questions, contact our Director of Special Events:
  - Dorothy Lee – [dlee3@temple.edu](mailto:dlee3@temple.edu)



## Add a new event or cancel and go back



Add/change images

Make Your Titles Descriptive

☆ **Featured event:** display in "Upcoming Events" list on public calendar

● **Share content** to allow borrowing and reuse by other content managers

Post event as **Live**

and **Not archived**

## Add event details or link to another site for event information

### Event description

**B** *I* U **Formats** **Paragraph** *Ix*

All relevant event details should go here. The date, time, speakers, Zoom links, etc. This is not just for people already in the Temple community, but prospective students, alum, and members of the legal community.

### Contact information

**B** *I* U *Ix*

Be sure to include your contact information so you can be notified of any changes or updates.

### Event type (or types) for this event

- Academic Advising Panels
- Academic Recess
- Add to Front Page
- Add to TUPortal
- Auditions
- Classes: Cancellation
- Classes: Makeup
- Classes: Other
- Classes: Review Sessions
- CLE Events
- Colloquia
- Competitions
- Deadlines
- Features Alumni Speaker
- Features Faculty Speaker
- Features Outside Speaker
- Features Student Speaker
- Festivals
- Forums
- Help Desk
- Important Date
- Information Sessions
- Interviews
- Lectures and Presentations
- Meetings
- On-Campus Interviews
- Open Houses and Structured Visits
- Orientations
- Panel Discussions
- Parties
- Practices
- Receptions
- Recruiting Events
- Room Reservation
- Roundtable Discussions
- Schedule Modifications
- Scheduled Exams
- Seminars
- Specialty Programs
- Sponsored By Center or Institute
- Sponsored By Department
- Sponsored By Faculty
- Sponsored By Outside Organization
- Sponsored By Student Organization
- Sporting Events
- Symposia
- Tabling Sessions
- Training Sessions and Demonstrations
- Trials and Mootings
- Wellness
- Workshops and Clinics

### Audience(s)

- 1L Students
- 2L Students
- 3L Students
- Admitted JD Students
- Admitted LL.M. Students
- Alumni and Friends
- Day Division
- Employers
- Evening Division
- Faculty
- General Public
- International Students
- Invited Guests
- LL.M. Students
- Media
- Members Only
- Prospective JD Students
- Prospective LL.M. Students
- Staff and Administration
- TU Community

### Campus(es)

- No Location
- Off-Campus
- Online
- Temple Law School
- Temple University
- Temple University Japan

Check off as many of these as are applicable.

For events on campus, you **MUST** select "Temple Law School" as the campus, or you will not be assigned a room.

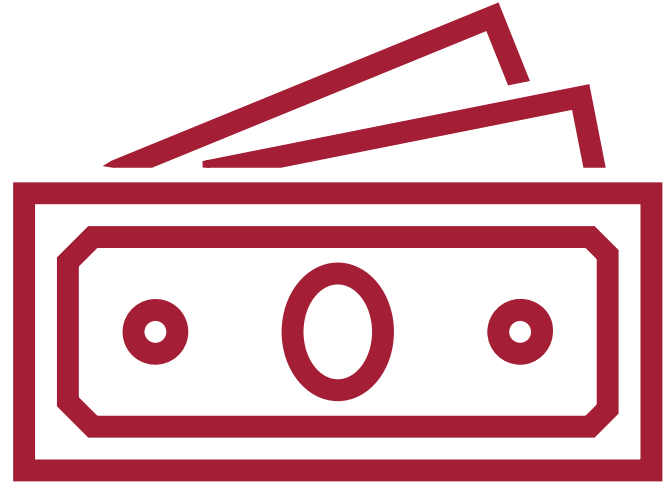
## Events Off Campus

- Must send an email to Dean Bretschneider and Sr. Director Walden to inform them of the event and the event details
- Venue must be ADA compliant
- Venue must have liability insurance
- All contracts must go through the University for approval and signatures. Contact Sr. Director Walden in advance to start this process.

**BUDGETING**

# Budget for Events

- Follow University & SBA guidelines
- Only make purchases if you are certain you have permission and will be reimbursed
- Temple University is tax exempt; do not pay tax
- You will not be reimbursed for tax
- A note about honorariums – should be requested in rare and unique circumstances. Usually upon request of the speaker. Not intended just as a "thank you"
  - [Request Form 2023-20234](#)



## Sources of Funding

- SBA Budget Allotment – 105 funds
- SBA Discretionary Account - 106 funds
- Dues accounts – select orgs (money must be used the way the dues paying members intended)
- Technically no raffles – it's gambling
- To reach out to firms/alumni - contact Colleen Uhniat

## Do Not Pay Tax

- Inform vendor that you are purchasing on behalf of Temple University
- Ask for a refund for the tax
- Tax is not reimbursed

# Everything has a Cost

- Panel discussions require table & chairs
  - Table, chairs, AND the set up itself all have a cost
  - Additionally set up (and break down) take time
- Linen for tables costs money
  - Student Services may have tablecloths you can borrow. Plan ahead!
- The final cost will not be available until after you set up a meeting with Dorothy Lee and the set up is sent to facilities
- Due to union contract rules, we are not permitted to move furniture ourselves
- These fees are automatically taken from the SBA account



# PLAN AHEAD

Meet with Dorothy at least three weeks in advance

## Reimbursements – Petty Cash

- Submit paperwork on time to SBA
- Must get SBA approval
- You will receive an email when the voucher is ready
- Pick up the voucher from Student Affairs Suite (Barrack 103)
- Get money from the Bursar's Office Petty Cash Counter
  - 10AM – 12PM & 1PM – 2PM
  - 1803 N. Broad Street

## Reimbursements – Travel & Expense (T&E) Report

- Submit paperwork on time to SBA
- Must get SBA approval
- Sign T&E Form
- Money is deposited into your account

- Alcohol
- Off-Campus
- Single item that costs \$150 or more

# MARKETING YOUR EVENTS

# Marketing

- Flyer around the law school
- Law School Monitors
  - Follow the Digital Style Guide
- SBA Newsletter
- Organization Email Listserv
- Facebook
- Instagram
- Student Post

## Flyer Policy – Prohibited Areas

- Wall-papered or laminated surfaces
- Glass doors leading to classrooms
- Inside & outside of the elevators
- Career Services, SBA, and International Programs bulletin board on 1st Floor of Klein
- 2nd Floor of Klein – including front doors and classroom doors
- Doors entering and exiting the library on the 3rd floor
- Inside classrooms
- Barrack Hall (except public bulletin boards)
- Individual Lockers (unless you have permission)
- No more than 1 in each restroom (but only the interior of the lavatory door)

## Flyer Policy – Removal

- DO NOT remove just because you do not like the organization/organization leader/content/speaker
- Only remove if:
  - It is your event
  - The event has passed



Best place to hang flyers is the designated areas



# PROVIDING FOOD & TECHNOLOGY REQUESTS

## Food for Events

- Make sure you have enough plates, napkins, cups, etc
- Be mindful of waste
- Be mindful of allergies and dietary restrictions
- Leave extra food in the café area or at the Help Desk

## Tech Request for Rooms

- Click the link provided in the room confirmation email
- Use this [form](#) for AV Setup Requests
- Recording, Using Slides, Microphones, Livestreaming, etc

# **SPECIAL EVENT CONSIDRATIONS**

## **Paid Events, Events with RSVP, Events in Partnership with Departments or Professors**

- Sr. Director Walden can create a registration page for an even with payment (like a CLE) or one that requires an RSVP
- Farlistcity El-Baker can assist with getting an event approved for CLE credits
- PLAN AHEAD

## VIP Guests & Speakers

- Inform Dean Bretschneider of the event so we can include Dean Rebouché
- Consider if we should be requesting parking
- Consider if Temple Police should be notified

# POST EVENT DUTIES

# After the Event

- Clean up the Space!
- Request reimbursement
- Provide information to be considered for Temple Law Newsroom Coverage
- Make sure you have a record of attendance for org review



## Odds & Ends

- Do not eat/drink in the Moot Court Room
- Do not order from Cherry & White on your own
- Do not sign any contracts
- Student Services can help with name-tags, copies of handouts, etc but we need to know **in advance**. It is very hard for us to offer support day of.



ANY QUESTIONS?





Temple  
University

Beasley School of Law