**Event Planning Checklist**

There are many types of events. However, for event planning purposes, it may be easiest to categorize the events according to your planning needs in this way: simple planning, moderate planning, and extensive planning.

| SIMPLE: Student Organization Meeting | MODERATE: Refreshments/Lunch/Dinner Event for Guest Speaker and only USF Law Students |
|---|---|
| Consider the timeline for providing sufficient notice to your members | Start planning at least two weeks or more in advance |
| ☐ Conflict Check<br>    o SBA Calendar<br>    o School of Law Calendar<br>☐ Room Reservation<br>☐ Funding and Budgeting | As soon as possible:<br>☐ Conflict Check<br>☐ Room Reservation<br>☐ Confirm speaker<br>☐ Funding and Budgeting<br><br>At least two weeks in advance of the event:<br>☐ Catering and Facilities Requests<br>☐ Advertising<br>☐ Calendar Listing<br><br>At least three business days in advance of the event:<br>☐ Parking Passes<br>☐ Audio/Visual Requests |

**EXTENSIVE: Large Evening Event for USF Law Students and External Audience**
Begin planning at the beginning of the semester

At least three weeks or more in advance:
☐ Conflict Check
☐ Room Reservation
☐ Confirm Speaker/Panelists
☐ Funding and Budgeting
☐ Advertising and Electronic Invitations
☐ Calendar Listing

At least two weeks in advance of the event:
☐ Catering and Facilities Requests

At least three business days in advance of the event:
☐ Parking Passes

| ☐  Audio/Visual Requests |
| --- |

**USF School of Law Application for Event Planning Support Services**

If your student organization would like to host an event that requires moderate or extensive planning, which includes external community members, such as judges, alumni, or local practitioners as speakers or audience members, the University of San Francisco School of Law is thrilled to support your efforts by offering event planning support services and limited financial assistance.  However, requests for any of the services described below for each of the offices must be made at least **THREE WEEKS BEFORE** your desired event date.

That is, if you do not request these services at least three weeks before your event, these services will not be available to your student organization.  We will, however, work with you to find a date outside of the three-week deadline, so that you can access these services.

If your event is career-related where attendees will have the opportunity to network with alumni or other practicing lawyers, or otherwise learn from practitioners about their practice areas, the **Office of Career Planning** can offer the following services:
* Consultation on ideas for potential events
* Ideas for introductions to speakers or external bar associations
* Calendaring check for conflicts
* Room scheduling
* Parking permits (if your event requires more than three permits)
* Advertising
* Staff supervision (required if alcohol is being served at the event or your event is located in one of the Deans' Office managed rooms)
* Storage of leftover alcohol beverages from approved events (required)
* Name tags
* IT support
* Facilities request
* Financial assistance in an amount up to $200 per year for each student organization, which can be used for food and beverages and other approved items

If your event is related to the law school's mission to promote social justice, health and wellness, or diversity and inclusion, the **Office of Student Affairs** offers many of the same services that OCP offers.

If your event includes alumni, the **Office of Development and Alumni Relations** can offer the following services:
* Introductions to alumni for speakers, panelists, invitees, etc.
* Lists of alumni to identify speakers, panelists, invitees, etc.
* Limited financial assistance if your event involves a significant number of alumni

If your event requires an electronic invitation because you are inviting a significant number of alumni, the **Office of Communications** can offer the following services:

* USF-branded email invitations
* An ability to send the electronic invitation to specific mailing lists
* Online, paid registration process for select events

The online application for these services can be accessed using this link: https://goo.gl/forms/Ee63HcNF9vFiGmpE3. Completing the application will allow you to specify which services you would like to request as you start to plan your event. Please remember that to access the above-described services, your application must be submitted at least three weeks before your desired event date.