STUDENT ORGANIZATION EVENT PLANNING GUIDE

Step One: Check the FIU University Calendar of Events and Add Your Event

a. Check the FIU University Calendar of Events online at https://calendar.fiu.edu
b. Scroll down to “Share Events” section on the right bottom page
c. Click on “Event Submission Form”
d. This is what you should see. Your name should appear on the first line like this:

Florida International University/ YOUR NAME’S DASHBOARD/ Add a public event

SEE ARROW

e. Under Location – type Rafael Diaz Balart on the PLACE section
F. Once your event info is all entered scroll down to “DEPARTMENT”

G. and make sure you select “College of Law”. This is the most important step. When you select the College of Law your entry will go to Zory Hernandez pending event folder so she can approve. Otherwise she won’t see it and it will go to the main university calendar manager.
H. Once you select “College of law” your screen should look like this.

I. Click on Add Event and you are done!!

H. This is what you should see once you submit your entry.
**Step Two: Reserve a Room**

a. You must fill out an online Room Reservation Form that will be received and processed by Zory Hernandez at the OSS. She will email you the room number within three days and will approve event on the FIU University Calendar of Events. OSS will add or update your room number to the FIU University Calendar of Events.

b. For large events requiring public safety, catering, table set up, parking-space reservation, additional microphones, and/or other service contracts, you must make an appointment with Zory Hernandez, Student Services Coordinator, at hernandez@fiu.edu, to help coordinate the event. All special equipment and extra personnel must be paid by the student organization and must form part of the student organization’s funding request in Step Four.

c. You must submit Room Reservation Forms no later than indicated below:

- **General Meetings** – one week before event
- **Small Events** (e.g. speaker panels) – two weeks before event
- **Large Events** (e.g. symposiums, and/or any event that requires the assistance of FIU Law personnel) – four weeks before event
- **Events Requiring Food Warmers or Refrigeration** – four weeks before event
- **Events in the Auditorium** – four weeks before event

d. Special requirements for use of courtrooms:

- The Large Courtroom (RDB1000) can only be used by a single student organization twice per month.
- The Small Courtroom (RDB 1009) is now available pending class schedule.

**Step Three: Submit Paperwork**

a. There may be some events that require specific paperwork approved by other university officials. Student events with alcohol are not approved by Angie Fridman, the OSS Dean of Students. However, should there be an exception made, it would only be approved in writing by Dean Fridman. Once you get her approval you must meet with Zory Hernandez to go over your event logistical needs and appropriate paperwork signed by other university officials.

b. Should you need to provide parking space for any speaker, you must provide Zory Hernandez with the name and car license plate of the speaker so she can reserve and pay for parking. They may park on the blue spaces labeled Faculty/Staff or on any student space. Remember to add this expense to your SBA funding request.
**Step Four: Obtain Funding from SBA**

a. Complete an online SBA Funding Proposal. You may access the online SBA Funding Proposal here: [https://law.fiu.edu/sba-funding-proposal/](https://law.fiu.edu/sba-funding-proposal/)

b. You must submit an SBA Funding Proposal and get approval from the SBA before your event and no later than indicated below:

   - For funding proposals less than $200- one week before the next SBA meeting
   - For funding proposals greater than (or equal to) $200- two weeks before the next SBA meeting.

A representative of your student organization must be at the SBA meeting to present the funding request.

c. You cannot seek SBA funding after an event. FIU cannot, under any circumstances, reimburse students for expenses. All expenses must be paid by the Office of Student Services following proof of SBA funding approval. You cannot contract with any vendor on behalf of your organization, FIU Law, or FIU. Only authorized FIU personnel may enter into contracts with vendors. See Zory Hernandez if a vendor requires a contract.

d. You must get quotes, estimates, or invoices from the vendors from which you are purchasing food or supplies. **Please ensure that the vendor does not include sales tax in its quote, estimate, or invoice.** If you need proof of FIU’s tax-exempt status, please contact Zory Hernandez, and she will provide you a copy. Email copies of the quotes or invoices to lawstudentservices@fiu.edu and sbatreas@fiu.edu. Include the name of the organization, the name of the program, and the date of the program in the email.

e. No off-campus happy hours, parties, dinners, or other events will be funded with SBA funds unless you have the prior written approval of the Associate Dean for Student Services.

f. The SBA Treasurer will inform the Office of Student Services on a weekly basis of all SBA funding proposal approvals.

**Step Five: Advertise Your Event**

a. Event Flyer/Poster – If you wish to have an event flyer or poster, you must create an event flyer and email it to the SBA president for approval. You may post your event flyers and posters only in the following locations:
   - The Display Stand by the stairwell on the first floor.
   - The open bulletin board in front of the Locker room.
The SBA Calendar bulletin board (only 3x5)

**Please make sure that you take down your flyers after your event is done**

b. **FIU Law Weekly** - You may advertise an event in the FIU Law Weekly newsletter. The FIU Law Weekly newsletter is sent out every Tuesday at 2:00 p.m. The deadline for submitting student events is Friday at 12:00 noon to lawstudentservices@fiu.edu. There are no exceptions to this deadline. Please submit your event in the following format:

   Subject line: Organization Announcement for FIU Law Weekly
   Email body:
   Event Subject/Title:
   Date:
   Time:
   Location:
   RSVP:
   Additional Description:
   Student Organization Contact

   You may also attach a full-color flyer (in JPEG format only) if you would like the flyer included in the FIU Law Weekly newsletter.

**Step Six: Pay a Vendor**

a. Vendors will be paid based on the quote, estimate, or invoice submitted to the Office of Student Services and the SBA Treasurer under Step Four.

b. Vendors are typically paid in one of the two following methods:

   1. A vendor is pre-paid the day of the event via FIU credit card by the Office of Student Services based on the previously submitted and approved quote, estimate, or invoice. This is the method typically used by food vendors at FIU Law events. If a vendor requires credit card pre-payment, please contact Zory Hernandez the day before the event to verify that she has received funding confirmation from the SBA and to arrange for Zory Hernandez to contact the vendor and provide the FIU credit card information.

   2. A vendor may be paid after the event via purchase order by FIU check or FIU direct deposit. Submit the quote, or estimate to Zory Hernandez. She will contact the vendor for an invoice, and will arrange payment. The vendor must be an approved FIU vendor to receive payment in this manner.

**Step Seven: Manage Your Event**
a. Should you need additional tables for your meeting/events, you may check out the SBA foldable tables at the Library Circulation Desk. Make sure you return them promptly after your event is over. For university tables, there will be a fee involved and you must see Zory Hernandez two weeks in advance for that.

b. You must take attendance at your event and submit the completed attendance sheet to Zory Hernandez at lawstudentservices@fiu.edu. The attendance sheet must include the name of the organization, the program name, and the program date.

c. Make sure you leave the room clean and get rid of any left-over food if you did not have custodian assisting you.

d. You may purchase only Pepsi products for events due to FIU contractual obligations.

When in doubt, contact Zory Hernandez,  
Student Services Coordinator: hernandez@fiu.edu  
305-348-0059 * RDB 1036