

## STUDENT ORGANIZATION EVENT PLANNING GUIDE

### **Step One: Check the Lawrsvp Calendar**

- a. Check Lawrsvp Calendar to confirm the availability of the date and time, and to avoid conflicts with other events. The Lawrsvp Calendar is the planning/working calendar. Only FIU Law staff and administrators can add events to this calendar. Your event will be added to the Lawrsvp calendar after you have completed the steps in this event planning guide. Students may access the Lawrsvp calendar on a read-only basis; the instructions are below.
  
- b. Instructions for gaining reading access to the Lawrsvp Calendar:
  - Login to <http://Panthermail.fiu.edu> and go to Calendar
  - On the left panel, click the drop-down arrow to the right of the words "Other Calendars"
  - Click "add by URL"
  - Paste the following calendar URL for Law RSVP:  
[http://www.icalx.com/public/lawrsvp/Law\\_RSVP\\_Calendar.ics](http://www.icalx.com/public/lawrsvp/Law_RSVP_Calendar.ics)
  - Click "Add Calendar"
  - Refresh your browser or press F5
  - The Law RSVP should appear on your calendar

### **Step Two: Check the FIU University Calendar of Events and Add Your Event**

- a. Check the FIU University Calendar of Events online. This calendar serves as the advertising calendar for the entire university.
  
- b. Add your event to the calendar; the instructions are below.
  
- c. Instructions for entering event information on the online Calendar of Events:
  - Go to the FIU Law homepage. The link is at the bottom of the page labeled "FIU Calendar," or go directly to <https://calendar.fiu.edu/events/index/calendar/main/>
  - If you are a first-time user you must register (see top-right corner of page)
  - Once you are registered you can sign in every time you need access
  - When you log in, the page will read "Main calendar events and deadlines"
  - Choose the College of Law Calendar from the "Calendar" tab
  - Click on "Events" (right-top corner)
  - Select "Add an Event" and follow the on-screen instructions

- When you enter your event, please make sure that you put either the name or the initials of your organization before the title of your event.
- Once you submit your event, an email will alert the Office of Student Services (OSS) that it must be approved; once OSS approves the event, the event will then be visible to all.

### **Step Three: Reserve a Room**

- a. You must fill out a [Room Reservation Form](#) completely and email it to the OSS at [lawstudentservices@fiu.edu](mailto:lawstudentservices@fiu.edu). The OSS will process the room reservation, will email you the room number within three days, and will approve event on the FIU University Calendar of Events **ONLY** if you have entered the information on the FIU University Calendar of Events. Otherwise, you may risk losing the room and desired date.
- 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](mailto:hernandez@fiu.edu), to have her help coordinate the event. These special arrangements and equipment must be paid by the student organization and must form part of the student organization's funding request in Step Five.
- c. You must submit Room Reservation Forms no later than indicated below:
  - General Meetings – one week before event
  - Small Events (e.g. typical 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 Serving Alcohol – six 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) can only be used with the permission of the Trial Advocacy Program. Zory must make special arrangements for the use of this room.

### **Step Four: Submit Appropriate Paperwork**

- a. If alcohol will be served at your event, you must complete an Event Loss Control Planning Checklist and an Application for Service, Sale or Consumption of Alcoholic Beverages Form six weeks before the event. Return the forms to Zory Hernandez in person in RDB 2023. She will notify you when she receives a confirmation and/or an additional information request from the

Office of Risk Management and Vice President of Student Affairs. Neither alcohol nor bartenders may be paid for with SBA/A&S funds.

- Alcohol may only be served by a licensed agent.
  - If alcohol will be served by a catering company, the vendor must submit proof of insurance in accordance with FIU regulations.
  - If the bartender is a volunteer, you must submit volunteer and indemnity forms. See Zory Hernandez for these forms.
- b. If you are going to use food warmers or refrigeration, you must submit a Risk Management Form to Zory Hernandez four weeks before the event, and it must be approved by the organization's faculty advisor. Return the form to Zory Hernandez. She will notify you when she receives a confirmation and/or an additional information request from the Office of Risk Management.

## **Step Five: Obtain Funding from SBA**

- a. Complete an online SBA Funding Proposal. You may access the online SBA Funding Proposal here: [https://docs.google.com/forms/d/1MFRKoOHQhD2Ih\\_6iya157Is90TadrdSwnl9\\_cF\\_BrE/viewform?usp=send\\_form#start=invite](https://docs.google.com/forms/d/1MFRKoOHQhD2Ih_6iya157Is90TadrdSwnl9_cF_BrE/viewform?usp=send_form#start=invite) or by scanning this QR code:



As of the 2015-2016 academic year, you may no longer submit a paper form to request SBA funding.

- 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. As per university policy, 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](mailto:lawstudentservices@fiu.edu) and [sbatreas@fiu.edu](mailto: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 Six: Advertise Your Event**

- a. Event Flyer/Poster – If you wish to have an event flyer or poster, you must create an event flyer and bring it to the SBA meeting 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.  
 A **Menu stand** that displays 8.5 x 11 flyers outside the room the day of the event. It is stored in the SBA closet; please contact an SBA officer for access.  
**Table-top displays** in the Student Lounge. These can be used to advertise one-time events. Recurring events or events without a date cannot be advertised in the table-top displays.  
 An **Easel** outside the room on the day of the event. Please see Zory Hernandez to request an easel.

- 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](mailto: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 Signature/Contact

## **Step Seven: 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 Five (d).
- 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 Eight: Manage Your Event**

- a. You must take attendance at your event and submit the completed attendance sheet to Zory Hernandez at [lawstudentservices@fiu.edu](mailto:lawstudentservices@fiu.edu). The attendance sheet must include the name of the organization, the program name, and the program date.
- b. If you are providing hot food (other than pizza) at an event, the food must be consumed within the first thirty minutes. If the food will be out for longer, you are required to provide food warmers and tray holders. Please see Zory Hernandez for additional guidance.
- c. If you are providing cold food (other than sandwiches) to the event, the food must be consumed within the first thirty minutes. If the food will be out for longer, you are required to refrigerate the food until you serve it. Please see Zory Hernandez for additional guidance.
- d. Only Pepsi products may be purchased for events due to FIU contractual obligations.

**When in doubt, contact Zory Hernandez, Student Services Coordinator: [hernandez@fiu.edu](mailto:hernandez@fiu.edu) 305-348-0059**