SANTA CLARA LAW STUDENT LIFE OFFICE
EVENT PLANNING WORKSHEET

Event Name							
Date		Time		Room			
2 MONTHS IN ADVANCE							
Initials	Date	Item					
Assessment							
		Determine type of event (social, community service, networking, educational)					
		Identify co-sponsors (SBA, Clubs, LCS, LSSO, Alumni)					
		Set event goals (fundraising, outreach, fun)					
		Inform faculty advisor					
		Inform Law StudentLife Office					
		Check current calendar for an appropriate date					
Scheduling							
		Schedule a location:					
		- Use Astra to book events in Bannan, Benson or Arts and Science					
		- Bannan Student Lounge, SBA (4116)					
		- Other Campus Facilities, Scheduling/Event Planning Office (6911)					
		Calendar the event on law school web page (and university page)					
		Determine setup (venue configuration, furniture, lighting, linens)					
Speakers Guests							
		Select program speakers/entertainment					
		Talk to LCS and Alumni about speaker choices					
		Initiate first contact via phone or letter as soon as possible					
		Send confirmation letter and follow-up phone call to confirm					
		Review contract with Law Fiscal Operations (5049)					
		Determine who will be moderator/master of ceremonies					
		Get biographical information on speaker, VIPS, honorees, etc.					
		Determine list of questions for panel program					
		Make hospitality arrangements (hotels, food, transportation)					
		Notify Office of Law Student Life of guests or speakers (7883)					
		Confirm all arrangements one week prior to event					
Budget							
		Determine budget account number, contact Law Fiscal Operations (5091)					
		Estimate event costs-food, brochures, mailing and publicity					
		Determine line-item budget					
		Determine speaker reimbursement of expenses					
		Determine cost to guests attending program					
		Guest speaker honorarium, contact Law Fiscal Operations (5049)					
		Risk management Orientation, contact Sam Florio, (4603))					
Publicity							
		Select publicity team					
		Determine promotional methods & individuals responsible					
		Bannners	University Marketing Communications			KSCU	
		Flyers/Brochures	SCU Web Calendar			Easels	
		Sidewalk Chalking	Email Announcements			Class whiteboards	
		Law Alumni	Recorder, Grapvevine, legal press				
		Mailings:	Faculty/Staff	Law Students	Legal Community		
*	*	ALL publicity material must contain ADA Disability Information					
Registration							
		Determine pre-registration plan by mail, fax, web site					
		Set up system to track registration by name, amount paid, method of payment					