

School of Law Events Procedure

1. **Before submitting Event Submission Form...**
 - a. Requestor must consult the School of Law master calendar with [Margaret Barfield](#) to place a hold on the **date, time** and **location** of the requested event. Check for overlapping events and blackout dates. (If event is to be held elsewhere on campus, confirm availability with respective department contact.) Exceptions will have to be approved by the Vice Dean.
 - b. If Dean Starr's presence at event is requested, Requestor must consult Dean's Executive Assistant to place the **date, time** and **location** of the requested event on his calendar.
 - c. *For non-SOL events to be held at the School of Law, complete a **Facilities Use Request form** and submit it to Lorraine Grossman for approval.*
2. Submit **Event Submission Form** to [Morgan Thrower](#) at least 6 weeks in advance for small events and at least 12 weeks in advance for medium/large events – **OR** as soon as the individual is aware of the event.
3. Within five working days of submission, one of two things will occur:
 - a. **Request is approved:** A project lead will be determined for the event (by requestor and Morgan). Morgan will work with the project lead in completing the Event Flow Chart and a Proposed Cost Summary. Once completed, the Event Flow Chart will be attached to the approved Event Submission Form and returned to the project lead. The Proposed Cost Summary will be submitted to Fiscal & Administrative Services for approval.
 - b. **Request is denied:** Event Submission is returned to requestor with a memo explaining the rejection.
4. **IF REQUEST IS APPROVED:**
 - a. **For events held at SOL:** Morgan will contact Margaret to confirm date and location of the event. Morgan or Margaret will post event to Trumba Event Calendar.
 - b. **For events held elsewhere on campus:** Project lead must confirm date and location with respective department contact (cc: Morgan and Margaret).
5. Project lead will contact each member of the "team" assigned to their event (on the Event Flow Chart) and provide each member with copies of the Event Submission Form, Event Flow Chart, and checklist.
6. Project lead should be readily available to team members throughout the process. Similarly, team members should keep the project lead abreast of all progress and/or complications. (**Copy Morgan on all team correspondence.**)
7. Team members should complete duties within the timelines specified on the Event Flow Chart. As tasks are completed, copies of all **supporting documentation** should be submitted to the project lead, including:
 - a. Online Requisitions
 - b. New vendor requests/W-9s
 - c. Hotel/airfare confirmations
 - d. Mail Piece Planning Forms
 - e. Publication proofs
 - f. Credit card receipts
 - g. Set-up requests
 - h. Catering requests
 - i. Menus
 - j. Etc. etc. etc.
8. Project lead will provide Morgan with copies of all final documentation at the conclusion of the event.
9. Project lead will complete a Final Cost Summary and submit it to Carol Shadrick/[Lisa Welch](#) within one month following the event.

Submitted by _____ Date _____

Law School Event Submission Form

School of Law

Name of Event: _____

Date of Event: _____ Time: _____

Target Audience: _____ Estimated Audience Size: _____

Purpose: _____

Is this event to be held at the School of Law? yes no Room: _____

If not, where? _____

Dept. contact: _____ Phone: _____

Has the date(s) been reserved on the School of Law master calendar? yes no
(...or with the respective department's contact?)

Will the class schedule be disrupted? yes no
(Please list the disrupted classes: _____)

Has the date(s) been reserved on the Dean's calendar? (if necessary) yes n/a

Will the news media/press be necessary? yes no

Please check the box for any arrangements that will be required in preparation for the event:

- | | |
|---|---|
| <input type="checkbox"/> Airfare | <input type="checkbox"/> Mailings |
| <input type="checkbox"/> A/V (specify: _____) | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Broadcasting Equipment | <input type="checkbox"/> Publications/Marking materials |
| <input type="checkbox"/> Catering/SODEXHO | <input type="checkbox"/> Reimbursements |
| <input type="checkbox"/> Honorariums | <input type="checkbox"/> Set-up/Warehouse, FM&P services |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Website (contact Web Services Manager) |
| <input type="checkbox"/> Internet/Computer Access | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Invitations/RSVPs | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Lodging:
<input type="checkbox"/> on-campus <input type="checkbox"/> off-campus | <input type="checkbox"/> Other _____ |

Funding Source: _____ Does a project code need to be requested? yes no
Fund / DeptID/Program/ Op Unit (if applicable / Project

Please turn completed form in to Morgan Thrower (x6567) in the Alumni office. Thank you.

Budget Approval _____ Date _____

Dean's Approval _____ Date _____

Event Contact List

Barfield, Margaret – Executive Assistant, Deans' Suite

- 310.506.4653
- Margaret.Barfield@pepperdine.edu

Coert, Matt – Instruction Systems Support/Graphic Design Specialist

- 310.506.6781
- Matthew.Coert@pepperdine.edu

Delgadillo, Ventura – Utility Clerk, Administrative Services

- 310. 506. 4610
- Ventura.Delgadillo@pepperdine.edu

DiFrisco, Emily – Writer/Editor, Advancement, Alumni & Public Affairs

- 310.506.4629
- Emily.DiFrisco@pepperdine.edu

Gash, Jim – Associate Dean for Student Life

- 310.506.7582
- Jim.Gash@pepperdine.edu

Grossman, Lorraine – Administrative Assistant, Deans' Suite

- 310.506.4623
- Lorraine.Grossman@pepperdine.edu

Oliver, Carlton – Associate Director, Information Services

- 310.506.7204
- Carlton.Oliver@pepperdine.edu

Paasch, Noel – Executive Assistant to the Dean

- 310.506.4621
- Noel.Paasch@pepperdine.edu

Padgett, Jared – Web Development and Digital Media Manager

- 310. 506.7296
- Jared.Padgett@pepperdine.edu

Perrin, Tim – Vice Dean

- 310.506.4662
- Timothy.Perrin@pepperdine.edu

Thrower, Morgan – Manager, Alumni Affairs & Special Events

- 310. 506.6567
- Morgan.Thrower@pepperdine.edu

Welch, Lisa – Manager, Fiscal and Administrative Services

- 310.506.6558
- Lisa.Welch@pepperdine.edu

Woekel, Scott – Audio/Visual Specialist

- 310.506.4661
- Scott.Woekel@pepperdine.edu