

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 copy of the approved Event Submission form is returned to requestor. (Copies will also be provided to SOL departments (IS, Public Affairs, etc.) should their services be required.
- b. **Request is denied:** Event Submission form is returned to requestor with an explanation of the rejection.

4. **IF REQUEST IS APPROVED:**

- a. **For events held at SOL:** Morgan or Margaret will post event to Law School Event Calendar.

Note: Once request is approved, the Requestor can also post their event on the Law School Event Calendar by visiting: <http://law.pepperdine.edu/news-events/events/>

- b. **For events held elsewhere on campus:** Requestor must confirm date and location with respective department contact (cc: Margaret and Morgan).

5. If Morgan is to assist directly with the event, copies of all **supporting documentation** should be provided to her, including:

- | | |
|--------------------------------|-------------------------|
| a. Online Requisitions | f. Credit card receipts |
| b. New vendor requests/W-9s | g. Set-up requests |
| c. Hotel/airfare confirmations | h. Catering requests |
| d. Mail Piece Planning Forms | i. Menus |
| e. Publication proofs | j. Etc. etc. etc. |

6. If Morgan will not assist with the event, Requestor should keep Morgan abreast of all progress and/or complications.

7. All follow up (including a Final Cost Summary and reconciliations, if applicable) should be completed and any pertinent information submitted to Margaret or Morgan within one month following the event.