

Law students seeking to hold an event at the law school must adhere to the following instructions:

1. Before submitting Event Submission Form... 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.
2. Submit Event Submission Form to [Margaret Barfield](#) preferably 1 week in advance – OR as soon as the individual is aware of the event.
3. Approval will or will not be granted within 24 hours of submission.
4. IF REQUEST IS APPROVED, Margaret will confirm date and location of the event and will post event to online Events Calendar.

Submitted by _____ Date _____

Student 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: _____)

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

- Open to the public/PR Parking Food/Catering Reimbursements
 A/V service (please specify: _____)
 Other _____

Please turn completed form in to Margaret Barfield (x4653) in the Dean's Office. Thank you.

Dean's Approval _____ Date _____

Student Event Checklist

Once your event has been approved and a project lead assigned...

1. Contact Carlton Oliver, Information Services (310.506.7204, Carlton.Oliver@pepperdine.edu), if any technology/AV assistance is required
2. Catering arrangements (at least 1 week ahead of time)
 - a. Off-site caterers have included: Subway, Johnnie's, Howdy's, Corner Bakery
 - b. If seeking reimbursement, keep all original receipts. NOTE: Non-consumable purchases over \$100 will NOT be reimbursed.
3. Advertise Event
 - a. Administrative Announcements – contact Dean Jim Gash (310.506.7582, Jim.Gash@pepperdine.edu)
 - b. Web site – will be done by Morgan Thrower or Margaret Barfield if your event is approved
 - c. The Dicta – contact Margaret Barfield (310.506.4653, Margaret.Barfield@pepperdine.edu)
 - d. Digital Signage – contact Margaret Barfield/Jared Padgett (310.506.7296, Jared.Padgett@pepperdine.edu)
 - e. Fliers – DO NOT tape fliers to walls/doors without approval
 - f. TWEN student groups – utilize student group email lists
 - g. Email professors to encourage class member attendance
 - h. Town Crier – usher people in the atrium to the event 15 minutes before start time (It really works!)
4. Week of the Event
 - a. Work with Lorraine Grossman (310.506.4623, Lorraine.Grossman@pepperdine.edu) to remind the professor occupying the classroom right before the event that the event will follow their class.
 - b. Send a reminder email to guests with all relevant information (location, time, parking instructions, etc.)
 - c. Follow up with caterers, set-up crew, A/V set-up
 - d. If a guest speaker will be present, have a “thank-you” gift ready
5. Day of the Event
 - a. Arrive early, prepared! (Remind the professor, set-up the food)
 - b. Make sure the room is set-up
6. Following the Event
 - a. **CLEAN UP! Remove trash from the room.**
 - b. Follow-up with your guests

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