

# Event Leadership Training

2022 – 2023 Law Organizations



**REGENT**  
UNIVERSITY



A young woman with long hair, wearing a floral dress, and a young man with a backpack and a skateboard under his arm, are walking away from the camera on a brick path. In the background is a large, multi-story brick building with arched windows and doorways. The scene is bathed in warm, golden light, suggesting late afternoon or early morning. The text "equipped to lead" is overlaid in a blue serif font, with "equipped to" in a standard weight and "lead" in an italicized weight.

equipped to *lead*



# equipped to *lead*

This PowerPoint will:

- Introduce you to University policy regarding events
- Orient you to available resources to help you plan events
- Outline a step-by-step process for event planning



# equipped to *lead*

- This PowerPoint is posted on [OSAL's website](#) and should be the very first resource newly assigned event coordinators review.
- It is the responsibility of organization presidents and faculty advisors to ensure each team member has viewed this training before engaging in event coordination efforts.
- Two leaders from each organization must complete this training every Fall to preserve their organization's active status and approved charter.



# introductions

6 Regent staff to identify:

- Student Affairs & Records Associate
- Associate Dean of Administration & Admissions
- Associate Dean for Student Affairs & Academic Policies
- Administrative Support Specialist
- Director of Student Activities & Leadership
- Logistics Manager



# Elisabeth Engel

Student Affairs & Records  
Associate



**\*\*FIRST POINT OF CONTACT for event approval\*\***

- Approves event applications; checks dates against law calendar
- Reserves small courtrooms and study rooms on 2<sup>nd</sup> floor
- Reserves law tables



# Dean Walton

Associate Dean of  
Administration & Admissions



- Authority over organization budgets and Business Office accounts
- His email approval is needed for all monetary expenses using university funding



# Dean Van Essendelft

Associate Dean for Student  
Affairs & Academic Policies



- Oversees student organization activities and governance
- Provides law school approval for all student org events, guest speakers, and social media accounts



# Sue Stewart

Administrative  
Support Specialist



- Point of contact for university credit card & keys
- Copied on expense requests sent to Dean Walton
- Knows everything



# Jenn Gribble

Director of Student Activities  
and Leadership



- Manages the charter renewal process
- Maintains list of valid student organizations
- Provides university approval for all student org events



# Laura Sproul

Logistics Manager



- Primary point of contact for all student org event planning
- Works directly with the central departments on students' behalf to secure and process event needs
- Instructs students on how to find/utilize resources as well as follow procedures and policies







A large, classical-style brick building with a portico, surrounded by greenery and a brick walkway. The building features a central portico with four columns and a pediment. The facade is made of red brick with white window frames and columns. There are several dormer windows on the roof. The building is surrounded by lush green trees and bushes. A brick walkway leads to the entrance, and a few people are visible walking on it. The sky is clear and blue.

law event policies





# new policies

- 2 events per semester approved for each law organization during weekday lunch hour (Monday, Tuesday, Friday)
  - Exception: Events in partnership with Career Services
  - Friday lunch hour is great 1L option



# social media



- Policy handout

➤ Communication due to Dean Van Essendelft by August 31<sup>st</sup>





# first step

- All law school student organization events must FIRST be approved by the Student Affairs and Records Office
- Email event details to Elisabeth Engel for approval at least 21 days\* before intended event

\* This requirement may be waived in writing by the Dean of Student Affairs only if the event involves an extremely high profile speaker or the sponsoring organization presents written proof of other extraordinary circumstances that prevent a timely request submission.



# first step

- Event details:
  - Date of the event and alternative date(s) for the event (in order of preference)
  - Starting and ending time
  - Student organization in charge of the event
  - Names and mobile phone numbers of two points of contact for the event (main and alternate)
  - Purpose of the event
  - Target audience for the event (1L class, 2L class, 3L class, all law students, etc.)





➤ Times to avoid planning events:

- Wednesdays 12pm – 1pm
- Thursdays 12:30pm – 1:30pm



# second step

- Once approved by Student Affairs and Records Office, you may fill out the University's event application form.









applications



# on-campus

- Complete AFTER receiving approval from Law Records office
  - Application found at [www.regent.edu/studentorgs](http://www.regent.edu/studentorgs)
  - Required whenever your organization wants to have a meeting or event on campus
- Submit according to these deadlines:
  - Small or medium-sized events: 2-3 weeks in advance
  - Large or complex events: 6 weeks in advance



# on-campus

- The application asks about:
  - Desired date and time
  - Location
  - Support needed – renting tables/chairs, catering, vendors
  - Food budget and plan
  - Invited guests
  - Marketing/publicity

Its goal is to guide your thinking to consider every element of your event and help us understand your plan.



# locations

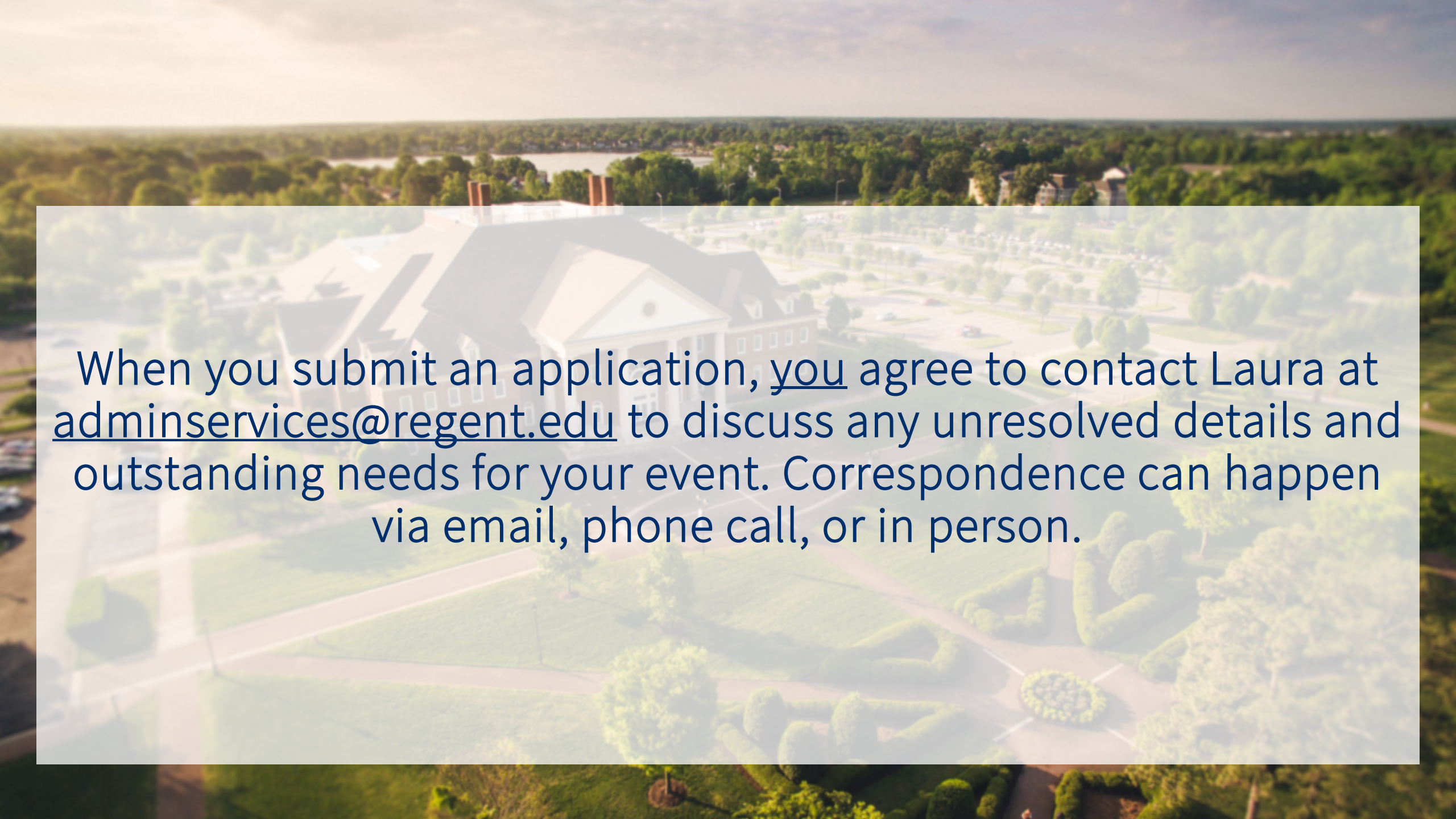
- Classrooms (Robertson Hall, Classroom Building, COM Building, DIV Building)
- Special Event Spaces (Moot Courtroom, Library Atrium, Library Auditorium, Ordinary Dining Hall, Fountain View Room, lobby spaces, Shaw Chapel)
- Outdoor Areas (Robertson fields, fountain area, mall)
- Conference Rooms
- Regent Housing Areas (community rooms, grilling area, volleyball court, etc.)
- Founders Inn (ballrooms, outdoor tented area)



# locations

- Spaces that CANNOT be exclusively reserved:
  - Student Lounge
  - Café Moka
- If a space you're interested in isn't listed on the application, specify it in the comment section.





When you submit an application, you agree to contact Laura at [admins@regent.edu](mailto:admins@regent.edu) to discuss any unresolved details and outstanding needs for your event. Correspondence can happen via email, phone call, or in person.



# off-campus

- Complete AFTER receiving approval from Law Records office
  - Application found at [www.regent.edu/studentorgs](http://www.regent.edu/studentorgs)
  - Required whenever your org wants to have an official event off campus
    - Traveling to competition
    - Local event
    - Out of town conference
- Must be submitted 3 weeks in advance
  - Approval granted by law & OSAL on a case-by-case basis



# travel

- OSAL and the law school will review all Student Organization travel requests on a case-by-case basis. Organizations must receive approval from OSAL and/or the law school before any travel arrangements are made.









Regent University  
School of Communication & the Arts  
20+ National Film Awards  
Champions

2006, 2007  
Most Court  
National Recognition

Champions  
2011  
National Recognition  
School of Communication & the Arts

food



# non-catering options

Always acceptable options, just need approval from Dean Walton:

1. **Costco** for catering trays, snacks, drinks, etc.
  - Email Laura to reserve a card for 24 hours. Tell her your budget and the day you hope to shop. She will reach out to Dean Walton to get approval before confirming your card reservation via email.
  - Cards are picked up from ADM 116. Save your original receipt to turn in.
2. **Delivery pizza** such as Dominos, Papa John's, etc.
  - You can either have a staff/faculty member with a University credit card make the purchase or you can submit your receipt for reimbursement.



# reimbursement

- Food and non-food purchases qualify
- Must complete two things within 60 days of purchase:
  1. Fill out an Expense Report
    - Ask faculty advisor or Laura for help as needed
    - Must have Budget Manager signature
    - Must have original receipts attached
    - Submitted to Lou Henderson, Accounts Payable (ADM 134)
  2. Sign up for direct deposit
    - Regent's Business Office will not write you a paper check
    - Routing Number and Account number are not listed on your debit/credit card. Check "Account Details" on your online banking app.



# catered meals

- When using university funding, the Ordinary has first right of refusal for all catered events on campus.
- Contact Laura with budget, number of servings, and meal option from Ordinary's catering menu. Laura will complete the request form for you.
  - Exception 1: Events or groups that have raised 100% of the funds needed for the event (zero university dollars will be used). Speak with Laura if you believe this applies to your event.
  - Exception 2: For certain events, Founders Inn catering can be substituted. Speak with Laura if you're interested. She is the point of contact for Founders.
- See full policy here.





# the ordinary

- Laura needs to submit a catering request 2 weeks before the event date. Last-minute requests are not always possible.
- Final headcount due 1 week in advance.
- Ordinary requires a minimum of 72 hours' notice in the event of a cancellation.
  - If cancellation notice is less than 72 hours, you will be charged 50% of your total bill.



# outside catering

- Can be utilized when you're not using University money OR the Ordinary has declined your timely request.
- If the Ordinary declines your request:
  - Outside catering services utilizing university funding must be approved by our Purchasing department.
  - A minimum of three comparative (apples-to-apples comparison) price quotes are required (ex. orders from Chipotle, Moe's, and Qdoba). Email these itemized quotes to [Laura](#) AFTER she has notified you of the Ordinary's refusal.
  - Purchasing will approve 1 option for you.



# outside catering

- Payment is made with either University credit card or reimbursement
- A current certificate of insurance (COI) from the caterer must be on file in the Administrative Services/Purchasing department. Work with Laura to complete this.





Regent University  
School of Communication & the Arts  
Champions  
20+ National Film Awards

19th National Restaurant  
Most Court  
2006, 2007

Champions  
18th National Restaurant  
Most Court  
2011



A row of white folding chairs is set up on a green lawn. The chairs are arranged in a line, and the background shows a blurred green lawn and trees. The text "set-up needs" is overlaid in the center of the image.

set-up needs



# self-serve tables

- 3 law school tables with black drapes may be reserved. Indicate need for tables in application or email [lawrooms@regent.edu](mailto:lawrooms@regent.edu).
- 2<sup>nd</sup> floor Robertson Hall: several covered tables available for use in RH, stored in hallway on parking-lot side of building
- Free resources must be returned to their original location and in their original condition at the end of your event. Contact [Laura](#) in the case of damages.



# self-serve trashcans

Self Serve Trash Can Locations		
Building	Location	Quantity
ADM	3rd Floor Elevator	1
COM	Outside Green Room	2
CRB	Center Stairwell	2
DIV	1st Floor Staff Kitchen	2
RH	2nd Floor Hallway by Restrooms	4
SC	Student Lounge	2

All groups must leave event space clean and remove trash. **Minimum \$100 fee** from Housekeeping for non-compliance.

Trash cans should be returned to the locations noted above per building. Each user must replace the liner after the trash has been emptied, leaving the can ready for the next person. Please do not stack the cans.



# rented resources

- Tables, chairs, covered trashcans, etc. See a full list of available items here.
- Laura requests these for you.
  - Communicate with her 2 weeks before the event date so she can submit the request. \$50 late fee applies.
  - Work with Laura to create diagram for layout.
- Rental costs are automatically billed to your account.
- Setup changes will be accepted until 2 business days before the event date. No changes are possible after that time.



# cleanup

- Before you leave your event location, leave it the way you found it:
  - All chairs/tables back to original positions
  - Housekeeping items left set up with linen, free of debris or crumbs
  - **Trash taken out to nearest dumpster/compacter**
  - Lights turned off
  - Doors locked when appropriate

Tip: Take a quick picture before the event and send to your team so you have a reference point for resetting the room.









media services



# self-serve media

- Self-serve audio/video recording and streaming are available in the following spaces:
  - Moot Courtroom
  - Library Auditorium
  - Most university classrooms



# walkthroughs

Unfamiliar with a classroom?  
Using a new special event space?  
Utilizing a technology for the first time?

- Ask Laura for a walkthrough! She will coordinate this meeting with Media Services as needed.
- Always come early and test technology well before your event.



# technician support

- Most spaces on campus are “self-serve” and don’t need a media tech.
- Larger events may be eligible for technician support.
  - COM main theatre and some Chapel events require paid technician support.
  - Professional technician \$50/hr. (billed in ½ hour increments)
  - Student worker technician \$20/hr. (billed in ½ hour increments)
- Reach out to Laura for more information. Requests must be submitted 30 days in advance.









special  
considerations



- 
- Outdoor events
  - Animals
  - Food trucks
  - Gift cards
  - Local news coverage

- Events at Founders Inn
- Outside Groups
- Logos and merchandise
- Contracts with Vendors
- Fundraising

...talk to Laura.



# film rights

- Your org must have or purchase rights to screen a film at an event that is public, advertised, and affiliated with your student organization
  - All movie rights must be purchased from Swank Motion Pictures (prices range from \$500-\$1500)
- Proof of movie rights must be sent to Laura before your event.



# brand guidelines



- [Brand guidelines document](#)
- [Marketing website with downloadable files](#)



# inclement weather

- If the University is closed due to inclement weather, all student organization events are cancelled. There are no exceptions.







A collage of various posters and notices pinned to a wall. The posters include text such as "BE THE CHANGE", "MEDAK BOY GROUP", "VOL night", and "100%". The word "publicity" is overlaid in a large, dark blue serif font in the center of the image.

publicity





Don't advertise until you've received approval.



# regent outlets

- Weekly Law email announcements – sent out on Fridays
  - Email Mary Bunch (marybun@regent.edu) by Wednesday
- Law school official social media accounts
  - Email Elisabeth Engel with request 48 hours before desired post date
- Regent University Newsletter (RUN) – sent out on Tuesdays
  - Email [run@regent.edu](mailto:run@regent.edu) by 12pm on Friday for submission
- University events are automatically added to the [the events calendar](#).



# flyers

- Take 7 color copies to Mail Services' office (at the library loading dock). They will stamp them as approved and post in each building.
  - OR you can email a digital file to [copies@regent.edu](mailto:copies@regent.edu)
- You can also take flyers to the Village and/or the Commons housing office for posting in entry and laundry areas.





Form 1040  
U.S. Individual Income Tax Return  
2023

**Be The Change**  
[QR Code]  
[Text]  
[Text]

**Be The Change**  
[QR Code]  
[Text]  
[Text]

[Text]  
[Text]  
[Text]

[Text]  
[Image of a person]  
[Text]

**Volunteer**  
[Text]  
[Text]

**JOB BOOK GROUP**  
[Text]

**Volunteer**  
[Text]

**100%**  
[Text]

**Medical**  
[Text]

**Get a healthy worker**  
[Text]



A low-angle, upward-looking photograph of a wooden truss ceiling. The ceiling is composed of a complex network of wooden beams and trusses. Several stage lighting rigs are suspended from the ceiling, with various cables and chains visible. The lighting is warm and bright, creating a sense of depth and complexity. The text "tips for success" is overlaid in a blue, serif font across the center of the image.

tips for success



# debrief

- Discuss with your team - What went well? What could be improved? What should be repeated?
- Document for future leaders/events
- Larger events: debrief with Laura



# documentation

- Most organizations don't do this. They suffer as a result.
- **Make a Special Event Google Drive/binder**
- Things to record:
  - Subfolder for each event name and date, with speakers, hospitality needs, etc.
  - Delegated tasks and deadlines
  - Important contacts, resources, and time saving information
  - Feedback and advice for next year



# other tips

- Start planning early
- Prioritize virtual events
- Co-host events with other orgs
- Have questions? Ask Laura.
- Refer to this PowerPoint as needed



# step-by-step

1. Submit event details to Law Records office
2. Complete On-Campus Event Application
3. Wait for approval email before publicizing
4. Confirm budget approval from Dean Walton
5. Communicate catering, media, and setup needs to Laura; email, phone, or in-person consultation
6. Develop agenda and delegation plan for your team
7. Schedule + attend walkthrough, if needed
8. Purchase needed supplies
9. Provide volunteers to staff event + clean up after
10. Debrief event + document details for next year



# osal updates

- New outdoor spaces
- Upcoming fundraising policy updates
- Charter renewal – due electronically Monday, Sept. 19<sup>th</sup>



# event contacts

**Elisabeth Engel – Date approval**

Office: RH 239 – (757) 352-4046 – [lawrecords@regent.edu](mailto:lawrecords@regent.edu)

**Dean Van Essendelft – Event approval**

Office: RH 239 – [kimbvan@regent.edu](mailto:kimbvan@regent.edu)

**Dean Walton – Budget approval**

Office: RH 223 – [stevwa1@regent.edu](mailto:stevwa1@regent.edu)

**Jennifer Gribble – University approval**

Office: SC 201 – (757) 352-4968 – [jgribble@regent.edu](mailto:jgribble@regent.edu)

**Laura Ivey – Scheduling confirmation & logistics**

Office: ADM 119 – (757) 352-4034 – [admins@regent.edu](mailto:admins@regent.edu)

**Sue Stewart – Budget support**

Office: RH 239 – (757) 352-4554 – [susaste@regent.edu](mailto:susaste@regent.edu)



