

# **Special Event Policies & Procedures**

## *A Step-by-Step Guide to Planning Successful Event*

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Please read this guide before planning an event.

The below procedures apply to all room reservations!

**Always put your reservation number (2022-AAX###) in the subject line of emails when you are communicating with the Office of Special Events.**

Event organizers must adhere to the below procedures and deadlines to ensure that their events can be accommodated.

-The Office of Special and Events & The Office Business Affairs

### **Alcohol Policy and Form:**

[Microsoft Word - tmp3A2C.DOCX \(yu.edu\)](#)

[Microsoft Word - tmp3A2C.DOCX \(yu.edu\)](#)

### **Catering Guidelines:**

### **Communications Requisition Form:**

<https://cardozo.yu.edu/event-material-requisition>

### **Daily Calendar:**

<https://25live.collegenet.com/pro/yu#!/home/availability>

### **25live Room Reservation Form:**

<https://25live.collegenet.com/pro/yu#!/home/event/form>

### **25live Room Reservation Tutorial:**

<https://cardozo.yu.edu/sites/default/files/2021-01/Cardozo%20Online%20Events%20Tutorial%20%281%29.pdf>

### **Video Release Form:**

[Video release form \(00029517.DOCX;1\) \(yu.edu\)](#)

## **A) HOLDING AN EVENT AT CARDOZO:**

- Student Bar Association (SBA) organizations and any other student organizations approved by the Office of the Dean may use Cardozo space for meetings and events. Individual students are not permitted to independently host events on campus or reserve a room. All events must be sponsored by an office or center, approved student group, Journal, Moot Court Honor Society, ADR Competition Honor Society, or a faculty member. The law school reserves the right to deny requests if a suitable space is unavailable, if the event is inappropriate and/or disruptive to the daily activities of the school.

### **External Groups: FALL 2022 Semester**

- Due to Covid-19 precautions, external groups are not permitted to hold events in the building. External guests for events are limited to speakers or panelists. Please see the procedures for inviting external speakers via the following link: [2021 Return-to-Campus Protocols | Cardozo Law \(yu.edu\)](#).
- **Guests and Speakers:** You must include the name of any outside guests or speakers in your 25 Live reservation or email the Office of Special Events with their name once they have RSVP'D. This is so we can alert security of their arrival time. An administrator in Student Services or a faculty member must submit all guest information to Visitor Management. Students cannot submit visitor information to security. Failure to do so will result in your guest being denied entry by security.

## **B) BEFORE PLACING THE ROOM REQUEST:**

- Determine the purpose, focus, and scope of the event, and budget, target audience, and relevant requirements prior to requesting a date. The following requirements should be considered as you begin to plan your event: AV, Catering, CLE credits, Communication needs, Facility Set-up, and Supplies.
- Questions concerning **contracts with outside vendors** and honorariums should be directed to Jacklyn Tavarez in the Office of Business Affairs ([tavarez@yu.edu](mailto:tavarez@yu.edu)).
- The availability calendar on 25Live will inform you of all the events taking place in the school on any given day. Please check the said calendar for the proposed date of your event. This calendar can be accessed by logging into 25Live and clicking on the "Availability" tab on the right hand-side of the page.

### **Establish a budget:**

- Journals, Moot Court Honor Society, and the ADR Competition Honor Society, Departments, and Clinics please contact Jacklyn Tavarez in the Office of Business Affairs ([tavarez@yu.edu](mailto:tavarez@yu.edu)).
- For SBA groups, Jacklyn Tavarez will handle all payments, however the SBA treasurer will confirm all allocated funding for each SBA group.

- Each group should be responsible for their own budget. Student groups who are not actively checking in on their budgets will be denied catering for future events.
- The Office of Special Events does not manage SBA-budgeted amounts.
- If seeking funding from an outside organization please contact the Office of Institutional Advancement and/or the Office of Career Services, depending on your event.

### **C)BOOKING AN EVENT:**

- **Placing a request via 25 Live does not mean your event is confirmed.** Do not publicize events or confirm arrangements with speakers or guests until you have received a confirmation email of your booking directly from the Office of Special Events. **Even if the online calendar shows that a certain space is currently available on a particular date, it does not guarantee that your booking can be accommodated.**
- For any large-scale events, please arrange a meeting with the Office of Special Events at least six weeks prior to the event

#### **25Live Room Reservation Form:**

- Due to the influx of requests received, all students, departments, and faculty are required to fill out the online room reservation form. All rooms are reserved on a first-come, first-served basis and take up to three (3) business days to be approved. Rooms are reserved based on the request positions in the que.
- Do not make multiple 25 Live requests for the same event. This causes confusion and for the schedule to become overbooked. Students who do not comply with this rule will risk losing their 25Live access. If you make an error, with the date, time room or other details, please email the Office of Special Events and we will edit the information in the request for you.
- When requesting an event, please fill out the form in as much detail as possible, including, but not limited to, target audience, catering, set-up, etc.
- Please use the following link to access the 25live Room Reservation System:  
<https://25live.collegenet.com/yu/>

**Please note:** Your information is the same as you would use for Inside Track. For example. Your Username is the part of your YU email address that is in front of the "@" and then the Password is the first letter of your last name and the last four digits of your social security number.

To activate your access to 25Live: First log in, and then send an email [cardozospeialevents@yu.edu](mailto:cardozospeialevents@yu.edu) requesting access. It's a two-part process.

All the information fields on the form in red must be completed in order for the form

to be submitted. Once you have completed the form press the next button at the bottom of the page. This brings up a summary page and you must then click the submit button. **You will be provided with a reference number starting with the year, followed by two A's and four letters- for example: 2022-AAXXXX. Please quote the reference number when emailing the Office of Special Events regarding your event IN THE SUBJECT LINE.**

This request is received by the Office of Special Events who will then book a room for the event. Please note that this is not always the room that is requested. You will then receive a confirmation email with the details of your room booking.

### **Placing Holds on Dates/ Rooms:**

- It is possible to place a hold on a space so that you can offer your speakers a range of dates. Please make **one** request, do not submit multiple requests for the same event. This will result in your requests being denied. You may place up to (3) three holds for one event. When completing the online form, please enter the title of the event along with HOLD so that we know these are tentative dates. Once the speakers have confirmed the date, please contact the Office of Special Events immediately to release the other dates and confirm the event.
- The Moot Court Room is the most sought-after space for holding events. It is often booked a year in advance. Please fill out the room reservation form as early as possible.
- **3<sup>RD</sup> FLOOR LOUNGE AND MCR/ LOBBY:** To reserve the 3<sup>rd</sup> Floor Lounge or the Lobby for a large scale event your finalized catering and set-up (floor plan of tables and chairs) must be submitted to our office no later than (2) two weeks prior to the event date at close of business (6PM Monday – Thursday and 2:30 PM on Fridays)

### **D) PREPARATION:**

#### **Alcohol Policy and Form:**

[Microsoft Word - tmp3A2C.DOCX \(yu.edu\)](#)

- All hosts must completely fill out the Alcohol form and email to [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) by no later than (2) weeks before the event.
- Alcoholic beverages may only be provided by the Office of Special Events when in compliance with the alcohol policy.
- For each on-campus event where alcohol is served to students, there must be two student alcohol-monitors registered in advance of the event with the Office of Special Events. It is essential for any student who organizes an event to review the Alcohol Policy (see the Student handbook and the Student Organization Guide for more complete information.)
- All guests may be required to show proof of age at any event where alcohol is served. Bartenders and third party servers reserve the right to ask for government ID or to refuse individual guests alcohol service.

- **Failure to comply with these policies may result your event ending early and future restrictions for your group.**

### **Audio Visual:**

- All Audio/Visual needs for events should be requested at least (1) one week in advance EXCEPT for Friday events which need to be submitted by the Thursday at 10 AM of the week prior to your event. (e.g. The host of an event on Friday March 11<sup>th</sup> events need to contact AV on Thursday March 3<sup>rd</sup> by 10 AM) This is to ensure that the necessary equipment and staffing are available. Requests after this time cannot be guaranteed.
- *The Office of Special Events does not handle AV requests! Submitting information in 25Live is not the way to arrange AV assistance for your event.*
- Basic AV support can be requested via the form linked below, **after you have a room confirmed for your event in the 25live system:**  
<https://cardozolaw.libwizard.com/f/avrequest-law>.
- For any questions, more advanced requests please contact the Media Services department directly at [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu).
- If AV is required on a Sunday, please provide at least two weeks' notice. AV will not be available after-hours Monday-Thursday.

### **Bulletin Board:**

- Internal organizations such as SBA groups, Journals, Moot Court Honor Society, and ADR Competition Honor Society are welcome to post flyers on the appropriately labeled bulletin boards around campus. Please note that you may **only post one flyer on each board**. All content should be appropriate for a school event. Please refer to the guidelines which are posted on individual bulletin boards and in the Student Organization Guide for further details on marketing at Cardozo.
- Advertising for an event where alcohol will be served may not focus on the consumption of alcohol and may not include any language about alcoholic beverages.

### **Camera:**

- The Office of Special Events has a professional-quality camera that may be reserved by internal groups or departments.
- Reservations for the camera should be made with the Office of Special Events two weeks prior the event.
- You may pick up the camera on the morning of your event and return it by 10 AM the following day. Events on Friday, Sunday, and events taking place around school closures and holidays please arrange for pick up and drop off by emailing [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) (**Confirmation number 2022- AA#### in subject line**)
- Those borrowing the camera are responsible for its safekeeping and for transferring

the pictures from it. Pictures that are not removed will be deleted.

- Please email the Office of Communications with any pictures from an event that you wish to be publicized.

**CATERING: Please read carefully. The below rules supersede all previous rules, exceptions, and past practices- as per Yeshiva University Department of Dining Services.**

- When planning an event, please have catering on the forefront of your mind. The maximum amount catered is based strictly on the maximum seating capacity of the room. Please provide a budget when requesting assistance from the Office of Special Events.
- **Deadline:** All groups are required to contact the Office of Special Events **at least (2) two weeks** prior to the event date by close of business (6:00 PM Monday – Thursday and 2:30 PM on Fridays) to request catering for their event. Emails received after close of business will count as the following business day. Higher-end level of catering requires six weeks' notice. **NO EXCEPTIONS.**
- **SERVICE REQUIREMENTS:** To be determined at a later date.
- **KOSHER CATERING:** Both internal and external groups holding events at Cardozo are required to use one of Yeshiva University's Orthodox Union certified vendors. Please see the catering guideline for options. If you would like higher end kosher catering options that are not listed on this guide, please contact [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu)

**Communications:**

- Requests for Communications Office designs, emails, or publicity must be made in writing via the **Communications Requisition Form:** <https://cardozo.yu.edu/event-material-request-form> for events planned during the school year. All Requests should be made six weeks prior to your event.
- Requests for flat screen publicity should be made to the Communications Department at [Lawpr@yu.edu](mailto:Lawpr@yu.edu).
- Use of fliers or other printed materials being created by students is subject to approval.
- A finalized description of the event must be obtained prior to submitting the event request. The event will not be publicized without a proper description.

**Inviting Guests:**

- If you wish to invite the Dean to your event, please notify the Executive Assistant to the Dean, Vanessa McSwain [Vanessa.mcswain@yu.edu](mailto:Vanessa.mcswain@yu.edu), as far in advance as possible.
- If you wish to invite alumni to your event, please contact the Office of Alumni Affairs three weeks prior to your event.
- **NEW As of February 21, 2022** – Please see full guest policy procedure at [https://www.yu.edu/sites/default/files/inline-files/Temporary\\_Visitor\\_Access\\_Policy\\_updated\\_February\\_2022.pdf](https://www.yu.edu/sites/default/files/inline-files/Temporary_Visitor_Access_Policy_updated_February_2022.pdf)

### **Emails Invitations sent by Student Groups:**

- The Cardozo administration has adopted a policy concerning the sending of mass emails by student organizations. This policy applies to all requests whether they are from Student groups, Journals, Moot Court Honor Society, or the ADR Competition Honor Society.
- Individual students are not permitted to send mass emails. All mass emails must be from a recognized Cardozo organization or office.
- Cardozo branded email invitations can be requested through the Office of Communications via this form: <https://cardozo.yu.edu/event-material-requisition>

### **Email Procedures and Today at Cardozo:**

- To advertise events, we condense all student organization emails into ONE email per day which will be sent to the entire student body each morning at 10 AM. Please note that there will be two sections to the mass email. One section will be titled "Today at Cardozo" and will only contain announcements about meetings, deadlines, or events taking place ***that day*** at Cardozo. The other section is titled the "Upcoming Events" which contains events taking place later that week or the next. Each event announcement is limited to one placement per section. If you would like an announcement to be part of this email system, you **MUST** submit your information at least two business days (by 10 AM) before the first announcement in the Upcoming Section is published. (e.g. for Monday announcement your notice must be sent on Thursday at 10AM). No exceptions will be made to this rule.
- The only way to submit your announcement is through the [Today at Cardozo Submission Form](#) which can be found on our [Office of Special Events Page](#). **DO NOT** email the office of special events to submit your announcement. The events team will not be able to add it.
- Do not include graphics, flyers, mentions of alcohol or inappropriate language.

### **Room Set-Ups:**

- **NEW As of March 2, 2022** - All room set-ups are required to be finalized with the Office of Special Events at least two (2) weeks (by close of business) before an event, in order to be guaranteed. Set-up requests given after this time cannot be guaranteed.
- Due to the schedule of the facilities personnel, all Sunday or after hours (after 6 pm) specialty decorations, set ups, or non- standard requests must be submitted at least one week before your event and may incur a charge to your groups budget of up to \$100.00.

### **Supplies:**

- Beverages for student-run events can be ordered in advance through the Office of Special Events. Please see the Office of Business Affairs for any additional supplies.
- All supplies for department-run events must be purchased by the respective departments through *Maccabuy*, this includes beverages that aren't a part of a catering package, easel pads, and so on. This does not include alcoholic beverages.



Please see the Alcohol section for more information.

### **Video Recordings:**

- A taping release form must be completed if a speaker or panel is recorded. Requests to record panel discussions must be approved by a faculty member or the dean's office. Prior to any recording being posted or live streamed it is mandatory that each panelist must sign a video release form, and copies of the forms must be given to the Communications Office. Form can be found here: [Video release form \(00029517.DOCX;1\) \(yu.edu\)](#) and returned to the Office of Communications and Public Affairs by email at [lawpr@yu.edu](mailto:lawpr@yu.edu) or delivered to room 1052 before the event taping.

### **E) DAY OF DETAILS:**

- The Office of Special Events is on site to oversee all catering deliveries on the day of. Student groups must request additional supplies for their event (i.e. placards for speakers, water for panelists, etc.) from the Office of Special Events at least (1) one week in advance.
- Individuals may not take food at an event that they are not attending. This rule will be strictly enforced for the whole Cardozo community (faculty, staff, students, security, and facilities). Food that is left over from an event may be eaten but only after it is clear that the event has finished, and all guests have left the venue.
- For pizza deliveries – due to the high volume of pizza deliveries during the day we ask that you reserve one person to pick up pizzas from the first-floor pantry behind back security by the three elevators. If someone from the Events team cannot deliver the pizzas to your room the event host will be informed when the pizza has arrived.

### **F) OFFICE CONTACTS:**

Please contact the following departments with any questions about event policies.

- Rooms and Catering- Office of Special Events (Room 1006), [CardozoSpecialEvents@yu.edu](mailto:CardozoSpecialEvents@yu.edu)
- Audio Visual- [Avrequest-law@yu.edu](mailto:Avrequest-law@yu.edu) (Library)
- Publicity/Advertisements- Office of Communications and Public Affairs, (Room 1052), [Lawpr@yu.edu](mailto:Lawpr@yu.edu)
- Budget and Supplies (students only)- Office of Business Affairs, Jackie Tavarez at [Tavarez@yu.edu](mailto:Tavarez@yu.edu)