

# CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

The Office of Special Events

PHONE: 646.592.6480

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## Event Policies & Procedures Handbook

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

The Office of Special Events coordinates over 1,600 events and space reservations annually. To ensure all student groups, faculty, and administrators receive support and guidance, please carefully review the policies and procedures below.

Happy planning!

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### Student Groups & Journals:

Before hosting any events, one representative from your organization must:

- **Read and sign this document**
- **Attend a 25Live training session with the Office of Special Events**

These procedures apply to all room reservations. Adherence to deadlines and steps is required for event approval.

**SBA Group Name:** \_\_\_\_\_

**Member Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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## Preparation

Only Student Bar Association (SBA) organizations, approved student groups, journals, and administration/faculty-sponsored events may reserve space. Individual students may not independently host events.

### Planning Ahead:

- Define your event's purpose, audience, and budget
  - Consider AV needs, catering, CLE credits, publicity, floorplans, and supplies
  - **Do not** invite guests or submit catering orders before receiving SBA budget approval and room confirmation
- ♦ **New!** Use the [Event Planning Checklist](#) to stay organized, access required forms, and maintain your timeline.
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## Room Booking

All reservations are approved **on a first-come, first-served** basis on the [25Live](#) platform. The availability tab, which can be found in the upper right corner on the [25Live](#) homepage, will inform you of all the events taking place in the school on any given day. Please check the schedule for the proposed date of your event.

### Requesting Access to 25Live:

- Please email [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) to schedule a training session within the **first two weeks of the semester**. This session is needed to access 25Live.

### Holds:

- You may hold up to **3 dates** for one event. You can add additional dates under the Additional Time section. Please only submit **one** 25Live request titled "**HOLD: [Event Name].**"
- Email [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) to release extra dates once confirmed.

### Change Requests:

- Please **do not** submit duplicate requests.
- For **confirmed events**, please forward your confirmation email to [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) with your questions.
- For **tentative events**, email [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) with the AB#### code in the subject line.

### Important Booking Notes:

- Allow **3-4 business days** for confirmation
  - Submit your (non-catered) request at least **one week** in advance
  - Submit your (catered) request at least **two weeks** in advance
    - Events that have not submitted their request for a room booking by this deadline will **not** have catering
  - Submitting a 25Live request does not mean your event is confirmed
  - **Do not** publicize or confirm your event until you receive a confirmation email
  - Use the **AB#### code** in your subject line for all event communication
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### The Office of Special Events Policies

- Due to the limited capacity of the Special Events team members, there will be a limited number of events allowed per day during peak season
  - The Office of Special Events will implement a **“blocked” date**, if needed. This means that the capacity of events has been reached on that particular date. You will be informed to look for another day to host your event if you have requested an event that is on a “blocked” date
  - Unauthorized or duplicate 25Live requests will be denied
  - Only attendees may eat event food; leftovers may be shared after the event ends
  - SBA organizations **MUST** obtain SBA budget approval first
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### Offsite Events Policy

All offsite events require approval from the Office of Business Affairs.

#### Deadlines:

- A **six-week notice** is required (eight-weeks for non-approved venues) for all events
- Please email [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) and [tavarez@yu.edu](mailto:tavarez@yu.edu)

#### Catering Requirements:

- OU certified Kosher catering is required for student group events using club funds
- Only beer and wine are permitted at the venue. Please note the Yeshiva University Alcohol Policy listed on Page 6 **must** be followed at all times

- All orders must be approved by the Office of Business Affairs

**Approved Venues:**

- The Penny Farthing
- Mocha Red Steakhouse
- Tabernacle
- Mocha Burger

**Non-Approved:** In-house catered venues without OU supervision.

**Recreational Locations:** Karaoke businesses, Billiards Rooms, and Arcades can be approved if there is no catering and alcohol for the event. An **eight-week** notice is required.

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**Catering**

All catering requests must go through the Office of Special Events using the official [Catering Order Form](#). The Catering Order Form must be completed 14 days before your event. **Email requests will not be accepted.**

Please note that all catering orders are required to use one of Yeshiva University's Orthodox Union certified vendors.

**Guidelines:**

- Catering requests are limited to the seating capacity of the room requested
- Must use **OU-certified vendors only**
- Open flames are **not** allowed
- Only **1 catered event per day** is allowed in the Room 1008, The 3rd Floor Lounge, The Faculty Lounge (Room 512), and the Lobby.
- **Food is not allowed at tablings.** Packaged snacks may be provided upon request

**Deadlines:**

- General Events: Submit form **2 weeks in advance**
  - Large Events: Submit form **3 weeks in advance**
  - Late submissions will not be accepted
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## Non-Cardozo Vendors

To use an outside vendor (musicians, artists, florists, etc.) for your event:

- Submit a request to the Office of Special Events **6 weeks in advance**
  - Provide the vendor's Certificate of Insurance with the following information:
    - Yeshiva University – Cardozo School of Law
    - 55 Fifth Ave New York, NY 10003
  - Submit the following information **2 weeks before** your event:
    - Vendor name and contact
    - Services provided
    - Time of arrival
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## Alcohol Policy

Events must follow the [Yeshiva University Alcohol Policy](#). Signed forms must be submitted to [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu) **one week before** the event. Events without a signed Alcohol Policy Form **will not be served alcohol**.

**The Policy for In-House Cardozo Events and Off-site Events is as follows:**

- Alcohol may only be served after 4:30 PM in a designated event space
  - (Dean's Conference-Room 1008, Faculty Lounge-Room 512, The Third Floor Lounge, and the Lobby).
- Only **two drinks** may be provided per serving of food ordered.
  - One bottle of beer is considered one drink, and one pour of wine is considered one drink.
- Alcohol can only be served at receptions, cultural celebrations, events with outside guest speakers, and symposium events.
- A bartender **must** be hired for all events where alcohol is served.
- Substantive food must be ordered for events where alcoholic beverages are served. Events serving only pizza and snacks cannot offer alcohol to guests.
  - Please reach out to the Office of Special Events for a buffet menu, or a reception menu for your event.

- The total amount of alcohol ordered for your event will be based on the quantity of food that is ordered, regardless of the expected headcount.
  - Students and guests are not permitted to take alcohol outside the designated event space.
  - Alcoholic beverages are not permitted in classrooms **at any time**.
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### Floorplans & Setups

- Final setups must be submitted **2 weeks in advance**
  - Send desired [floorplans](#) by replying to your confirmation email and cc'ing [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu)
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### Supplies

- Request beverages and snacks from [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu)
  - Departments must use Maccabuy for all supply purchases
  - No alcohol purchases are allowed via Maccabuy
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### Inviting Guests & Security

- **Dean:** Contact [vanessa.mcswain@yu.edu](mailto:vanessa.mcswain@yu.edu)
  - **Alumni:** Contact [emily.snider@yu.edu](mailto:emily.snider@yu.edu) at least 3 weeks prior
  - Add guests to the security list via: [cardozospecialevents@yu.edu](mailto:cardozospecialevents@yu.edu)
  - Submit the **Security Form** at least **1 week before** the event: [Security Guest Form](#)
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### Audio/Visual

Submit A/V requests here: [A/V Request Form](#)

- Email the A/V Team directly: [avrequest-law@yu.edu](mailto:avrequest-law@yu.edu)
- A/V is not available after 6:30 PM (Mon–Thurs) or 2:30 PM (Fri)
- **Video Release Forms** required for recordings: [Video Release Form](#) → Submit to [lawpr@yu.edu](mailto:lawpr@yu.edu)

## Marketing & Communications

- Submit publicity/design requests via: [Communications Form](#)
  - Email lawpr@yu.edu for digital signage
  - Branded invites must be created by the Office of Communications
  - All flyers require approval
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## Today at Cardozo

Submit announcements through the [Today at Cardozo Submission Form](#).

**Submission Deadline:** 10 AM, **two business days before** desired publication

### Sections:

- *Today at Cardozo:* Same-day events or deadlines
- *Upcoming Events:* Future events

No graphics, flyers, or alcohol mentions allowed.

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## Bulletin Boards

- Post one 8.5"x11" flyer per board (internal groups only)
- Flyers must comply with content and alcohol mention policies
- Refer to guidelines posted on each bulletin board



## **Need Help? Contact Us**

| <b>Topic</b>                 | <b>Contact</b>                          |
|------------------------------|-----------------------------------------|
| Room Reservations & Catering | cardozospecialevents@yu.edu (Room 1006) |
| Audio Visual                 | avrequest-law@yu.edu (Library)          |
| Communications & Publicity   | lawpr@yu.edu (Room 1052)                |
| Budget/Supplies (Students)   | Jackie Tavarez – tavarez@yu.edu         |