

CARDOZO LAW

BENJAMIN N. CARDOZO SCHOOL OF LAW • YESHIVA UNIVERSITY

Academic Year: 2026–2027

The Office of Special Events

PHONE: 646.592.6480

Event Policies & Procedures Handbook

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

Student Groups & Journals:

By signing this document, you acknowledge that your organization has:

- **Read the Event Policies & Procedures Handbook**
- **Read the Community Guidelines and Expectations for Student Organizations and Invited Speakers**
- **Attended 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
- ♦ Use the [SharePoint website](#) 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 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 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 with your questions.
- For **tentative events**, email cardozospecialevents@yu.edu with the AB#### code in the subject line.

Important Booking Notes:

- Allow **4 business days** for confirmation
 - Submit your (non-catered) request at least **one business week** in advance
 - Submit your (catered) request at least **two business 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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25Live Event Request Template

Please copy and paste the information below into the “Description” section of your 25Live request.

Event Information

Event Name:

Student Organization:

Primary Contact Name:

Primary Contact Email:

Event Purpose (2–3 sentence description):

Speaker Information

Will your event include guest speaker(s)?

Speaker Name(s):

Speaker Website/LinkedIn:

Topic(s) to be Discussed:

Requirements for Inviting Outside Speakers:

Only student organizations officially recognized by the Student Bar Association and official student honor societies may invite outside speakers to campus.

Organizations hosting an outside speaker must reserve a room for the event and provide the information highlighted above. Please copy and complete the template in the “Event Description for Web Calendaring” section of the room reservation form

Room reservation requests will not be approved unless all required speaker information is provided. The invited speaker’s identity must also be included in the designated section of the security guest form.

Student organizations and invited speakers are expected to follow the law school’s **Community Guidelines and Expectations**, which promote thoughtful event planning, respectful dialogue, and consideration of community impact while protecting freedom of expression. Organizations are encouraged to consult with the administration when a speaker or topic may be considered controversial or offensive.

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 and 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 7) **must** be followed at all times
- All orders must be approved by the Office of Business Affairs

Approved Outside 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.

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 two business weeks 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 business weeks in advance**
- Large Events: Submit form **3 business 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 **two business weeks 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 business weeks in advance**
 - Submit your floor plan request via the [Floorplan Form](#)
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Supplies

- Request beverages and snacks from 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
 - **Alumni:** Contact emily.snider@yu.edu at least 3 weeks prior
 - Submit the guest **Security Form** at least **2 business days 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
- 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

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 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 are allowed.

Bulletin Boards Posting Procedure

To help keep bulletin boards organized and ensure all students have equal access to shared posting space, please follow the guidelines below when posting flyers.

Posting Requirements

- Flyers may only be posted on designated bulletin boards. Flyers may not be posted on walls, doors, windows, or other surfaces.
- Only one (1) copy of a flyer may be posted on each bulletin board designated for student organizations.
- Flyers must advertise an official law school event or activity.
- Flyers must include:
 - the sponsoring student organization or department;
 - a contact person and organization email address for questions;
 - the event date and time, or, if the flyer is not for a specific event, an expiration date; and
 - without mention of any alcohol, if applicable.

Cardozo is committed to fostering free expression and open dialogue. Student organizations are afforded broad latitude regarding the viewpoints and messages expressed in their postings. Because bulletin boards are shared community spaces visible to all members of the law school, organizations are encouraged to exercise thoughtful judgment when designing flyers. As a best practice, consider whether the images, graphics, and language used are appropriate for a diverse community and support respectful engagement, even when addressing controversial or difficult topics.

Flyers that do not comply with these guidelines or with the applicable provisions of the Student Handbook may be removed. Expired flyers should be removed promptly by the sponsoring organization. For additional information regarding bulletin board policies, please refer to the Cardozo Student Handbook. **If you have questions or need assistance, please contact the Office of Student Services and Advising.**

Need Help? Contact Us

Topic	Contact
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