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EVENT SUPPORT SERVICE HOURS: (Closed on holidays)

Audio Visual Services – Monday – Friday 8:00AM- 9:00PM
Closed on Weekends

Facilities Management – Monday – Tuesday 8:00AM- 3:30PM
Wednesday – Friday 8:00AM-7:30PM
Saturday – Sunday 8:00AM- 3:30PM

Public Safety – 24/7 Main 202-662-9325
Public Safety Management Office – Monday – Friday 7:00AM- 5:00PM
McDonough 102, lawpolice@georgetown.edu

Office of Student Life – Monday – Tuesday 9:00AM- 6:00PM
Wednesday – Friday 9:00AM-5:30PM
Main 202-662-9292, lawstudentlife@georgetown.edu

Office of Communications – Monday – Friday 9:00AM- 5:30PM
Main 202-662-4199, mediarelations@georgetown.edu

Office of Special Event – Monday – Friday 9:00AM- 5:30PM
Main 202-662-9505, lawspecialevents@georgetown.edu
Preface

We have produced this guide to help you through the process of planning your event. You will find checklists, helpful hints, as well as procedures to assist you in your planning.

This guide will provide you with basic information about our facilities and guide you through the initial planning process. We also encourage you to keep in contact with our dedicated staff who are ready to help you plan a successful event.
Event Planning Checklist

1. Submit a request for space from the Office of Student Life using Formstack.

2. Do not advertise your event prior to receiving space confirmation from the Office of Student Life.

3. If required, conduct Student Intake Meeting with the Office of Student Life to secure space confirmation.

4. Provide a diagram of the event A/V and Facility layout to the Office of Student Life for special event spaces, if you have not done so already.

5. Contact Department of Public Safety with your RSVP list if you have outside guests attending your event and/or need special detail for VIP speakers. Please note that DPS requires this information three business days prior to the event start date. If there is outside catering/A/V/Facility services being provided outside the scope of business hours, please inform DPS in advance.

6. Contact the Dean’s Office with the Office of Student Life carbon copied in the email if you want to request the presence of the dean at your event.

7. Submit to the Office of Student Life any notification of event cancellations or any other adjustments needed for the event a minimum of three business days prior to the event start date.

8. It is advised to submit any requests for event advertisement flyers at least one week prior to the event start date.

9. If necessary, confirm your catering order and the accompanying facility request for tables.

10. If necessary, contact Office of Communications and the Office of Student Life if media attendance or Georgetown Law coverage is anticipated or requested. The coordination of media presence will be dealt with on a case-by-case basis.

11. Host a successful event! ☺
**Event Planning**

1. **Event Planning and Management**

   Events are critical tools for institutional advancement. Some of the basic issues surrounding events are very straightforward: location, date, time, etc.

   Please ensure you check with the Office of Student Life regarding any necessary approvals needed for your event.

   A successful conference or meeting takes time and forethought, and we encourage you to **begin planning early**. Large, complex events may require many months of preparation and should be booked as soon as possible. Please note that the demand for event space is high at Georgetown Law, so we recommend that you book and begin planning your event as soon as possible.

2. **Event Organizer Responsibilities**

   Event organizers are expected to:
   - Input accurate and complete information into Formstack when you reserve a space from the GU Law website at [https://www.law.georgetown.edu/your-life-career/activities-organizations/office-of-student-life/space-reservations/](https://www.law.georgetown.edu/your-life-career/activities-organizations/office-of-student-life/space-reservations/) at least 2 weeks prior to the event with details of your Audio Visual, Facilities and Public Safety services requested. Special Events should start no earlier than 9:00am.
   - Your event request can be updated for minor set up changes no later than 72 business hours prior to the event date.
   - Questions, concerns or a walkthrough requests for Facilities Management/ Audio Visual or Public Safety must be sent to lawstudentlife@georgetown.edu. **Please note that requests sent to this email are not guaranteed an immediate response and it is best to follow up with an individual within the office via a call or separate email.**
   - Contact the Office of Student Life for approval prior to obtaining any closed captioning services.
   - Conduct events so that it starts and ends on time. This is especially important if your event is live webcasting.
   - To comply with local, state, and federal laws contact DPS with questions or concerns at (202) 662-9325 to request to speak with a supervisor or email lawpolice@georgetown.edu

3. **Things to Consider for Your Event**

   This event planning list of Dos and Don'ts was developed to assist students when they are organizing events. Not all items on the list will be relevant to every event.

   **Note:** Playing Copyrighted Materials that will be Broadcasted/Streamed through Commercial Websites (I.E.: YouTube; Facebook) will cause the commercial site to BLOCK the Stream in the Midst of Event Streaming, and BLOCK the Originator for 90 Days. Due to the Copyright Transgression.
DO...

- Include in the request form:
  - Event contact name and phone
  - Event Name
  - Event Location
  - Room reservation start and end time
  - Event start and end time (Note: Start time is when moderator starts presenting to audience)
  - Facilities set-up, Public Safety and AV requirements with the set-up diagram attachment
  - Number of people planned to attend

- Turns lights off when leaving space.
- Evenings and weekends: Notify DPS when you arrive and leave your space.
- Adhere to confirmed event start and end times.
- Separate AV/ Facilities request needs to be filled out for each major site
- Always attach the event agenda and diagram
- Request form must be submitted at least 2 weeks in advance of event start date or the request may be denied
- Request table linens through catering
- Update changes at least 72 business hours prior to your event for minor changes only
- Remember classes are in session. Keep sound down whenever possible.
- Notify Facilities of any excess trash.

DON'T...

- Unplug or move computers, AV equipment set up for event.
- Remove dry erase pens/ Flip chart/ pad.
- Move existing furniture.
- Use pushpins or tape on walls. Only painter’s tape is given an exception.
- Use confetti during your event. It kills vacuums and hurts the environment.
- Use grills, open fires, candles and any form of Incendiary equipment (requires prior authorization).
- Prop open exterior doors.

Office of Communications

If your event involves high profile external individuals (i.e. members of Congress, heads of state, etc.), we ask that the organizers notify the Office of Communications to discuss potential Georgetown Law and/or external media coverage, as well as the Office of the Dean. This information is helpful to have, even before the event agenda is finalized.

Questions:
- Will outside media be invited to cover the event?
- Have the speakers and guests been advised that their remarks may be covered by outside media or Georgetown Law's own platforms? (Web, Magazine, Social Media)
- If media will be invited to cover, has a multbox been requested from AV?
• C-SPAN -- if they are invited and plan to attend, have arrangements been made for advance set-up (they generally ask to set up 2 hours early)? Has Public Safety been notified of any doors and entrances that need to be opened for the crew?

• Has a photographer been hired?

• Will the event be live-streamed? If so, have arrangements been made with the AV department for closed captioning (required)?

Department of Public Safety (DPS)

• Request to speak with a DPS supervisor or email lawpolice@georgetown.edu in advance (at least one week before the event) of a high-level VIP visit or any security concern.

• Do consider that during weekends and non-business hours, public entrances may be closed and not staffed with an officer. Therefore, if you anticipate an event running late or being held over a weekend and will need building access, please contact DPS to make arrangements. The average overtime rate per officer is about $32 per hour.
  o McDonough Hall: Mondays through Fridays, 7am - 10pm, except holidays. Closed Saturdays and Sundays.
  o Hotung Hall (entrance located on the F Street NW side): Mondays through Fridays: 7:00am – 11:00pm, except holidays. Saturdays and Sundays: 9:00am – 11:00pm
  o Parking Booth: Mondays through Fridays: 7:00am – 6:00pm, except holidays.
  o Gewirz Student / Residence Center: 24 hours, 7 days a week

• If you anticipate a large number of non-Georgetown University-affiliated attendees, provide a printed list of registered attendees to DPS prior to the event. A printed copy of the list can be dropped off to the on-duty supervisor at McDonough Hall, Room 102, or you can email a copy of the list to lawpolice@georgetown.edu.

• Advise non-Georgetown University affiliated attendees that they will have to show photo ID to be signed in if they are not registered for the event. The attendee will be denied access if validation cannot be confirmed with the host.

• Do advise attendees that there is no public parking on campus. If speakers or other VIPs require parking, please contact the Parking Office and DPS so that the appropriate arrangements and notifications can be made.

• If a VIP is expected (with or without an additional security detail), please notify DPS so that appropriate arrangements can be made with protective/security teams, as needed

• Do advise attendees with accessibility issues as to handicapped-accessibility access routes to the building where the event is being held

• Please use the proper address for where the event is being held to minimize confusion for off-campus attendees:
  o McDonough Hall / Hart Auditorium: 600 New Jersey Avenue NW
  o Hotung Hall / Sport & Fitness Center: 550 1st Street NW
  o Gewirz Student Center: 120 F St NW

• If the event will be catered, make arrangements with Facilities and DPS in advance to ensure caterers have needed access to building(s) and appropriate parking areas for unloading and loading purposes.

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4. Event Calendar and Flyer

Every morning, the Student Life Office will post a daily event calendar to the GULC community in the elevators in each building. Student groups must submit a request form through Formstack for permission to post flyer, poster and digital advertisement for their events. The flyer and poster must be posted on the designated areas only.

How to Reserve a Room

1. Reservation Process

Reserving an event space is quite simple.

- Fill out either the Special Events Request Form or Meeting Space Request Form in Formstack or submit a hard copy to the Office of Student Life at Hotung 3102.
- You will receive an email from Formstack confirming that your request has been sent to the Office of Student Life. Once your request has been successfully submitted and processed, you will receive an email confirmation with the reservation number from the Office of Student Life.
- You will be instructed by the Office of Student Life if there are follow up steps regarding the event.

2. Changes and Cancellation Procedures

- If changes are to be made, you should reply directly to your room confirmation email the changes you wish to make. If you have not yet been approved for space, email the Office of Student Life directly with your request. This option is available for cancelling or re-scheduling the event as well.
- **There is a 72 business hour freeze on event changes.** Please contact the Office of Student Life directly if you need to change anything prior to your event start date.
- If there is a cancellation or change in date, time, or location, please notify the Office of Student Life so online/print public calendars can be updated in a timely fashion.

Room Information

1. Event Space Information

GULC has three buildings with event spaces that can accommodate various events and meetings.

- McDonough Hall / Hart Auditorium: 600 New Jersey Avenue NW
- Hotung / Sport & Fitness Center: 550 1st Street NW
- Gewirz Student Center: 120 F St NW
Overview: Room Setup/ Technology Capabilities

<table>
<thead>
<tr>
<th>BUILDING</th>
<th>Gewirz 12th</th>
<th>Sport &amp; Fitness Lobby</th>
<th>Hotung Dinning (2001)</th>
<th>Faculty Lounge (520)</th>
<th>Hotung Lobby</th>
<th>Hart Auditorium</th>
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<tr>
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2. Event Space Diagrams

*Facility Department and Audio Visual Services do not provide linen table clothes, since that is provided or rented through an event caterer.

List of rooms that have tables wired together which cannot be reconfigured:

- McDonough: 337 and 342
- Hotung: 1008, 5020, 5021, 6005, 6006

For information regarding event space set up options and templates, please see list below:

- Conference Style
- Banquet Style*
- Opened "Hollow" Square Style
- Theater Style
- "U" Shape
- "T" Shape
- Classroom Style
Gewirz 12th Floor

South Wall

West Wall

Lobby

Gewirz 12th Floor
Hart Stage and Lower Lobby
Hart Stage
Hart Upper Lobby
McDonough East and West Atriums
McDonough West Atrium
Sport and Fitness Lobby
Hotung Lobby

Moot Courtroom

Hotung Atrium and Faculty Dining Room
Event Support Services

1. Audio Visual and Facilities resources are provided on a limited basis. Audio Visual staff are not scheduled to work on the weekends. Clients may need to rent additional Audio Visual and Facilities resources based on available inventory.

2. Audio-Visual Support
   The Audio Visual department offers the following technology services for deployment in conjunction with supporting the various meetings, classes, and events taking place on the GULC campus:
   
   a. Zoom Video Conferencing - multiple sites
   b. Video Recording
   c. Web Streaming – Closed Captioning required
   d. Zoom Audio Conferencing – (teleconference)
   e. Audio Recording
   f. Projector Display from Laptop/PC
   g. CD/DVD movies
   h. Audio support utilizing microphones, includes table, lavaliere and hand held microphones
   i. Auxiliary camera and audio support requiring substantial lead time such as TV networks, including the use of Multboxes
   j. PowerPoint wireless remote clicker
   k. Simultaneous translation service coordination – we will ensure the audio is working properly; the service itself must be arranged independently.

Event coordinators are expected to be familiar with the classroom technology for basic configuration for their event needs. AV Services can help provide the necessary training ahead of an event.

The Audio Visual Services does not provide table clothes for panels, power strips, nor off-campus support.

3. Public Safety/ Facilities Support
   - VIP Parking, Media, and VIP Security
   - Contact DPS either via telephone (request to speak with supervisor) or email to make security arrangements.
   - Facilities will set up the event space and only provide chairs, tables, stages, and white boards according to the instruction you provide.
   - Outside vendors are responsible for their equipment, furniture, staging and miscellaneous materials. They are also responsible for their removal.
   - Facilities does not set up linens or any equipment belonging to outside vendors/independent contractors such as caterers, speakers, musicians, etc.
   - For information pertaining to VIP Parking, Media and VIP Security, please contact Public Safety at lawpolice@georgetown.edu and Facilities Management at lawfacilitiesmgmt@georgetown.edu. Duplicate this information from your Formstack event form.
CLASSROOM TECHNOLOGY SUMMARY

At Georgetown Law, there are three levels of classrooms based on the number of seats in each room. AV equipment and system requirements and capabilities vary according to classroom level.

- **Level 1** is a classroom for 30 or fewer students:
  - Hotung: 1008, 4002, 4004, 5008, 5020, 5021, 5027, 6005, 6606
  - Edward Bennett Williams Library: 420, 520
  - Gewirz: 108

- **Level 2** is a classroom for 30 to 60 students:
  - McDonough: 156, 160, 164, 425, 520

- **Level 3** is a classroom for 61 to 160 students:
  - McDonough: 109, 110, 140, 141, 200, 201, 202, 203, 205, 206, 207
  - Hotung: 1000

**Event spaces**: Hart Auditorium, Gewirz 12th floor, Hotung Lobby, Sport and Fitness Lobby offer similar technology to the level 3 classroom.

**Moot Courts**: Supreme Moot Court (H2003) and Flegal Moot Court (G108) offer similar technology to the level 3 classroom.

The following minimum level of technology exists in all classrooms across the Law Center:

- PC with most common apps and utilities – with All-In-One Multi-touch screen;
- Wireless keyboard and mouse;
- Webcam;
- Zoom web conferencing software;
- Apple TV for wireless projection from Apple devices;
- Dome HD camera for lecture capture;
- Panopto Lecture Capture appliance;
- DVD player;
- Speakers with amplification;
- Rack with HDMI, VGA, and audio inputs for external devices;
- Projector with screen;
- PA system — Level 2/3;
- Lavalier and lectern microphone — Level 2/3

All classrooms are also equipped with a wall phone with speed dials to Security, Technology Service Desk and Facilities and the ability to dial internal extensions. Classroom checks are executed every morning in order to ensure that the technology in every classroom is fully operational.

(Note: For detailed information, please visit the Classroom AV Inventory.)