

Center & Institute Events Process

As the number of Center and Institute events increase on the Law Center campus, it is vital that there be coordination with the Office of Special Events to ensure all the appropriate offices are notified, coverage and support can be secured, and to reduce the chance of conflicts. In light of this, the Center & Institutes Office will serve as a central hub for all C&I events, from notification to post-event follow-up and reporting.

C&I Event Definition and Process

A C&I Event is one for which the center or institute is the owner; meaning the idea, vision, planning, and agenda began with the center or institute, the content is planned and organized by the center or institute, the event is hosted/led by the center or institute, and the cost is the responsibility of the center or institute. The event is directly associated with and contributes to the center or institute's mission and programmatic goals.

1. Complete the [C&I Event Intake Form](#)
2. The C&I Events and Operations Coordinator will reach out to gather more details and discuss what support is needed for the event.
3. The C&I Events and Operations Coordinator will coordinate with the Office of Special Events on dates, times, and space needs as well with the Centers & Institutes' Associate Dean to secure any necessary approvals.
4. The C&I Events and Operations Coordinator will work with the Center or Institute representative for the event to develop an action plan, timeline, and budget for each event and will be the main point of contact for the event.
5. The C&I Events and Operations Coordinator will also manage financial transactions associated with the event, i.e., the payment of invoices, processing of reimbursements, etc.
6. After the event, the Center or Institute will receive a summary report of all event and budget details.

Event Planning Timelines and Deadlines

In order to ensure events are run smoothly, the following guidelines are provided for specific services for both on and off-campus events. *Change requests made outside of the stated guidelines cannot be guaranteed.*

AV and Facilities

All requests should be submitted at least 3 weeks in advance of an event.

The details need to be finalized 1 week prior to the event.

Catering Orders

Bon Appetit

All catering orders should be submitted at least 3 weeks in advance of an event.

Changes to menu selections can be made up to 2 weeks prior to the event.

Changes to quantity can be made up to 5 days prior to the event.

Georgetown University Preferred External Caterers

We will obtain ordering and change deadlines from specific caterers as part of the selection process, however, best practice is to place order at least 3 weeks in advance of an event.

Printing requests

Law Center Printing Services

Badges, programs, and other event day materials: 5 business days prior to the event

Fliers, posters and other promotional or directional materials to be placed around campus: 5 business days from final proof

Banners: 3 weeks in advance

We will do our best to accommodate any changes after all deadline dates but cannot guarantee that the staff will have the time or resources to fulfill your request.

Invitations and RSVPs

Centers and Institutes should plan on distributing invitations and managing the RSVP process. However, it is recommended that the C&I Events and Operations Coordinator be given access to the RSVP list/program in order to coordinate logistics with the most up to date information.

Non-Georgetown Law C&I Events

A Non-Georgetown Law C&I Event is one for which the center or institute is NOT the owner, rather the owner of the event is an individual or organization unassociated with and external to the Law Center. The idea, vision, planning, and agenda did not begin with the center or institute, the content is not planned and organized by the center or institute, the event is not hosted/led by the center or institute, and the cost is not the responsibility of the center or institute. The event is not directly associated with or does not contribute to the center or institute's mission and programmatic goals.

Due to the high volume of events and programs managed at Georgetown Law, requests for space for Non-Georgetown Law C&I Events that a center or institute wants to sponsor will only be considered for events taking place during the Summer Semester (late May through early August). Only on very rare occasions under special circumstances will requests be considered for the use of Law Center space during the academic year.

The Associate Dean for Centers & Institutes will review all Non-Georgetown Law C&I Event requests and may confer with the Office of Special Events and with other Law Center leadership

in coming to a decision. Outside groups may be charged for the use of the event space, and including charges for AV and Facilities. If needed, a contract for the event space will be made by the Centers & Institutes Management Office.

Centers or institutes sponsoring Non-Georgetown Law events will be fully responsible for the event; therefore, a staff person must be designated as the main point of contact to work with the outside organization and Law Center event staff, and must be in attendance during the event.