

7/10/2018



GEORGETOWN LAW

EVENTS GUIDE FOR ACADEMIC EVENTS
FACULTY INFORMATION



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

1. Event Planning and Approval Process

For All Academic Events that are not initiated by a Center or Institute, please contact the Office of Special Events at 202-662-9505 or lawrsvp@georgetown.edu. The Office of Special Events will help guide you through entire event process from start to finish.

All Academic Events must be approved by the Associate Dean of Research and Academic Programs (currently John Mikhail). The Office of Special Events will walk you through this process and help you submit the appropriate information. Items that will need to be considered:

- Overview of the Event
- Dates and potential spaces for the Event
- Importance to Georgetown Law – Other Faculty Involvement, Student Involvement, etc
- Other external Groups Associated with this event
- Budget for the Event
- Possible VIPs attending or speaking at Event
- Ways to pay for event (sponsorships, ticket sales, etc)
- If you are requesting the Dean's Office to help sponsor the event (and pay for certain items)

Once this information is gathered and sent for approval, the Associate Dean will make a decision. If there is a request for funds from the Dean's Office, the Associate Dean will also let you know how much will be funded.

A successful conference or meeting takes time and forethought, and we encourage you to **begin 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. Non-Georgetown Law Events Sponsored by Faculty

In certain circumstances, Georgetown Law can approve events run by outside groups that are sponsored by a faculty member. The same approval process will be used as above, but there will be a charge for use of the event space, and possibly charges for AV and Facilities. These charges will be paid by the outside group, and a contract for the event space will be made by the Office of Special Events.

The definition of an Non-Georgetown Law Event sponsored by a Faculty member is any event that's primary objective is not to promote the education or development of the Georgetown Law Community.

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3. Roles and Responsibilities

If your Event is approved, the Office of Special Events will assign you an Event Manager to help you through the rest of the process. Your Event Manager will help you with all Event Logistics and consult you on any event related questions. Your Event Manager will:

- Input accurate and complete information into EMS to reserve event space with details of Audio Visual, Facilities and Public Safety services.
- Gather Catering Proposals
- Keep an updated event Budget
- If needed, create a registration site and email invitation to send to Law Center Community (as well as outside guests)
- Reach out to Communications if there are Media Requests
- Act as a Consultant for any question you may have for the agenda or your event.
- Other Event Logistics that are needed for your event.
- Hotels rooms or rooming blocks if needed
- Transportation and Parking needs

The Office of Special Events is not responsible to content of the event and securing speakers, presenters, etc. Their role is specifically to help with logistics and help create an environment in which you as the faculty member can focus on the content of the event.

4. Things to Consider for Your Event

This Event-Planning Do-Don't list was developed to assist staff, faculty and students when they are organizing lectures, readings, panel discussions, symposia, workshops, meetings, conferences, etc. Not all items on the list will be relevant to every function.

DO...

- ✚ Provide Accurate Event start and end time (**Note: Start time is when moderator starts presenting to audience**)
- ✚ Number of people planned to attend
- ✚ If you anticipate Media interest, let Special Events know to connect with Communications
- ✚ Turns lights off when leaving.
- ✚ Evenings and weekends: Notify DPS when you arrive and leave your space.
- ✚ Request form must be submitted at least 2 weeks in advance of Event Start Date; or the request will 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.**
- ✚ 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

Note from Department of Public Safety (DPS)

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- DPS Chief and/or Deputy Chief should be notified in advance (one week before event) of high level VIP visit.
- Do consider that during weekends and non-business hours, public entrances are closed and not staffed. 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. Average overtime rate per officer is about \$32 per hour.
 - McDonough Hall: Mondays through Fridays, 7am - 10pm.
 - Hotung Hall, located on the F Street NW side is only open and staffed during hours when the Sport & Fitness Center is open.
 - Parking Booth staffed Mon - Fri, 7am - 6pm
 - Gewirz Student Center: 7am - 3:30pm
- If you anticipate a large number of non-Georgetown University-affiliated attendees, do provide a list of registered attendees to DPS ahead of time so they can be prepared
- Advise non-Georgetown University affiliated attendees that they will have to show photo ID and be signed in if they're not registered for the event
- 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 VIP 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 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:
 - McDonough Hall / Hart Auditorium: [600 New Jersey Avenue NW](#)
 - Hotung / Sport & Fitness Center: [550 1st Street NW](#)
 - 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) as well as parking available (as needed)

