

UNIVERSITY OF CINCINNATI

COLLEGE *of* LAW



Event Planning Guide

**University of Cincinnati
College of Law
Event Planning Guide**

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Choosing the Event Date

Refer to both the UC Law School website calendar at <http://www.law.uc.edu/> and the meeting room reservation system at <http://taft.law.uc.edu/mrbs/> to determine a date(s) that avoids conflict with other College of Law events, breaks, and/or holidays.

Refer to University of Cincinnati website calendar at <http://onestop.uc.edu/calendars.html> and <http://www.uc.edu/eventservices/calendar.html> to determine a date(s) that avoids conflict with other University wide events.

Budget Requirements

Determine the budget for your event. If necessary, seek donations or sponsorships to assist with budget management. Consider the following when planning an event:

- Promotional materials and/or invitations
 - Design, printing, postage
- Speaker(s) costs
 - Travel
 - Hotel
 - Miscellaneous expenses
 - Honorarium
- Venue
- Catering
 - Food
 - Drink
 - Servers
- AV and/or entertainment
- Floral arrangements/decorations
- Programs, table tent cards, name tags, signage
- Supplies (flipcharts, pens/pencils/markers, binders, dividers, notepads)
- Duplication of CLE or other program materials
- Speaker gift and/or attendee gifts

Location Options/Scheduling a Room

University of Cincinnati College of Law

College of Law rooms can be booked via the meeting room reservation system at <http://taft.law.uc.edu/mrbs>. All room capacities can be viewed online, but as a general reference:

- Room 114 holds 190 people
- Room 118 holds 110 people
- Atrium (2nd floor) used as a reception hall will accommodate 10 round tables with 8 chairs per table. Rectangles (2-3) can be placed at either end for serving.
- Crow's Nest (3rd floor) used as a reception/dining area will accommodate 4 round tables with 8 chairs per table. Rectangles (2-3) can be set up in hall with dual access.

Accessibility for Speakers

If you have a speaker who uses a wheelchair or is otherwise unable to navigate the steps to the speaker well in room 114 or 118, you need to schedule your class or event in another room, either at the College or elsewhere on campus. If you need help with this, please contact Lori Strait, the College's Scheduler, or the Dean's Office.

Accessibility for Students or Other Participants

Please remember that informal discussions after a class or event can provide valuable learning and networking opportunities. To make these opportunities accessible to everybody in classrooms 114 or 118, please move such discussions to the back of the room.

Stratford Heights (Clifton Avenue)

- Reserve online through University Scheduling Department at www.uc.edu/eventservices.html
- Meeting Room will hold up to a maximum of 120 people. They can provide round or rectangle tables depending upon your needs.
- Reception Hall adjacent to meeting room holds a maximum of 60 people.
- Restroom facilities between Meeting Room and Banquet Hall.
- Parking garage connected to facility.

TUC Great Hall/All UC Venues

- UC Conference & Event Services is responsible for scheduling space at UC venues, with the exception of the Campus Recreation Center. Contact them at event.services@uc.edu located in Tangeman University Center, 556-2442. You can also reserve online at www.uc.edu/eventservices.html. Space must be requested at least 5 business days prior to your event date.
- The Event Guide for Student Organizations on their website page includes a map and a list of venues. TUC Great Hall holds approximately 400 people.
- To schedule an event at the Campus Recreation Center, contact the Department of Campus Recreation <http://www.uc.edu/recenter/facilities/rentals..html>

Audio/Visual Needs

Audio/visual capabilities are available in Rooms 100A&B, 104, 114, 118, 203, 204, 302.

To schedule audio/visual needs, send an email to law_av_supt@ucmail.uc.edu or contact Michael Mimms, (michael.mimms@uc.edu), 556-0161. AV support can also be requested automatically by checking the appropriate box on the room reservation form.

Stratford Heights DOES NOT have audio/visual capabilities. Check with our law school AV support staff to see if they can accommodate your needs.

Publicity/Communications

Set up a meeting with Sherry English (sherry.english@uc.edu, 556-0060, Room 204A), College Relations Director, to review your communications needs.

Publicity

Consider what might be the most effective advertising tactics for the event– email, snail mail, Updates@UCLaw, E-Currents, press releases, ads, etc. (compare costs, timing).

Sherry can assist you with brochure design, registration form information, and will post program information and registration information on the law school website.

Mailing lists can sometimes be obtained from the Alumni Development Office.

Photography

Sherry English can make arrangements for a professional photographer if needed. If you take your own pictures or make separate arrangements, be sure to send Sherry your digital photos for post-event publication in *Counselor*, Updates@UCLaw and/or on the website.

Webcasts

If your program needs to be webcast, arrangement can be made with Sherry English.

Signage

The law school has portable stands located at each of the entrances, as well as in front of the library and in the Crow's Nest. Signs can be placed in the stands on the day of your event to help direct visitors to the appropriate location.

Registration Requirements

The registration process can be done by phone, mail, or email. Be sure to indicate exactly how to register on the registration form.

When a fee is involved with the event, the law school is only permitted to accept payment by check. WE CANNOT ACCEPT PAYMENT BY PAYPAL OR CREDIT CARD.

Credit card payments can be made through the University Conferencing Center, www.uc.edu/eventservices/scheduling.html, 558-1810. The Conferencing Center charges a fee for this service.

An electronic version of the registration form should be sent to Florine Postell (florine.postell@uc.edu), 558-1810. She will then post the form to a secure website and provide you with the URL address to be added to the law school website for registering guests.

You must also provide an account code in order for the Conferencing Center to deposit the monies received into the appropriate account. This account information can be obtained from Assistant Dean of Administration and Finance, Jim Schoenfeld (jim.schoenfeld@uc.edu), 556-0064, Room 200D.

Updates on number of registrants can be determined as necessary, i.e., daily, weekly, bi-weekly, etc.

NOTE: Not all CLE programs have a fee to attend.

CLE Requirements

When hosting an event for CLE credit hours, select the topic of the event and determine the amount of time the event will last, excluding all breaks, breakfast, lunch, dinner.

Submit information including program description, agenda, handout materials and speaker bios to the Assistant Director of Curriculum and Student Affairs, Cheryl DelVecchio (cheryl.delvecchio@uc.edu), 556-0063, Room 200. This must be submitted to Cheryl **no less than two months prior to the event** in order to get approval from the Ohio Supreme Court or the Kentucky Bar Association.

When approval has been granted, Cheryl will supply an appropriate amount of cards for the event which will contain the activity number.

The law school can only submit CLE to Ohio, Kentucky and Indiana. Registered guests requiring other state CLE credit will have to file it themselves.

Guest Travel Arrangements

Authorization Forms

Travel Authorization Forms must be completed and signed by Dean Bilonis prior to travel arrangements for each invited guest. Send forms to Sharon Leigh for signature.
www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/travauth.pdf

Any alcohol consumption by guest, faculty, or staff member must also be pre-approved by the Dean by submitting a Policy Pre-Approval Form.
www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf

Airline/Hotel Reservations

Contact guest(s) to determine how best to accommodate air travel. All airline reservations can be prepaid by the law school.

Hotel options:

- **Kingsgate Marriott Conference Center at University of Cincinnati**
151 Goodman Avenue, Cincinnati, OH 45219, 513-487-3800
<http://www.marriott.com/hotels/travel/cvgkg-kingsgate-marriott-conference-hotel-at-the-university-of-cincinnati/>

Instructions can be found on website for UC affiliated reservations. UC discount rate applies.

- **Hilton Cincinnati Netherland Plaza**
35 West Fifth Street, Cincinnati, OH 45202, 513-421-9100
<http://www.cincinnatihilton.com/>

The Hilton has a UC Corporate Rate. When reserving the room online, please input Corporate ID #1360672. When reserving by phone, indicate immediately the Corporate ID 1360672#. There are limited rooms available for this discount.

In order to have room reservations charged to a UC credit card, you must complete and return the hotel's credit card authorization form.

Ground Transportation

Arrange transportation for guests between hotel and law school:

- Executive Travel
<http://www.executivetransportation.org/Airport.aspx>
859-261-8841

- Taxi Services
 1. Yellow Cab
<http://aaataxi.net/>
513-821-8294

 2. Checker Yellow Cab
<http://www.acheckercab.com/>
513-251-8800

Honorarium

If a guest speaker has been offered a stipend for speaking, an original completed Limited Services Engagement Form and an invoice must be submitted.
www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/LSEngagement.pdf

Reimbursement

Expenses incurred by a guest can be reimbursed with original, itemized receipts, along with the pre-approval form and a completed Travel Expense Form A113.
www.uc.edu/content/dam/uc/af/budgetfinsvcs/controller/docs/A113.xlsx

Be sure to indicate on the A113 what charges were prepaid by UC credit card. Submit to the Financial Administrator, Bryan Weng (bryan.weng@uc.edu), 556-0081, Room 200.

Catering

Events held at the law school can be catered by all outside vendors.

Events held at Stratford Heights and the Great Hall must be catered by the University's catering company, Classic Fare, www.uc.edu/food.html, 556-4108.

All alcohol for an event must be billed separately. A University of Cincinnati purchasing credit card (P-Card) CANNOT be used to pay for alcohol. Alcohol can be charged on a personal credit card and reimbursed with an A114 form.

www.uc.edu/content/dam/uc/af/budgetfinsvcs/controller/docs/A114.xlsx

Event Set-up

Determine your set-up needs, including a stage, podium, and tables for registration, food, and awards.

Tables

To request tables and chairs to be set up at the law school, contact UC Grounds, Moving & Transportation Department, www.uc.edu/af/facilities/services/moving.html, 556-4147. The law school has 6 round tables, 6 rectangle tables and 120 chairs. The grounds department will set these up and take them down upon request. You can also rent tables and chairs from the grounds department.

For events held at Stratford Heights as well as the Great Hall, you must contact UC Conferencing to make arrangements for table and chair set-up event.services@uc.edu.

Events to be held at the law school during non-business hours will have to be arranged with UC Security. All doors to the law school are locked between the hours of 5:00 p.m. and 7:00 a.m. Contact UC Security at 566-4911 to have the doors remain unlocked for a specific time.

Centerpieces/Gifts

If needed, make arrangements for delivery of centerpieces. Also consider gifts for guests that may be placed on the tables.

Program Materials

Determine if your event requires name tags, table tent cards, signage and/or programs and make arrangements for production and printing.

If you are producing your own materials, UC logos, graphics, and templates can be found at <http://www.uc.edu/ucomm/branding.html>

Duplicating Services

Program materials can be copied through the University Copy Center, <http://healthnews.uc.edu/communications/duplicating/> 556-3325.

The law school has a pickup/delivery location at the law school receptionist desk on the second floor in the atrium. When a complete set of handout materials are gathered, complete a duplicating form (from reception desk) with explicit instructions and call for a pickup.

You can also send an electronic copy of your original materials to copyctr@ucmail.uc.edu. Include detailed copying instructions and a charge number in your email.

Supplies

UC employees can order office supplies online: http://www.uc.edu/af/campuservices/central_stores.html

Security

When certain government dignitaries, such as governors or federal judges, visit the campus, notify the UC Dept. of Public Safety (556-4951) and the Office of Government Relations and University Communications (556-3028).

Parking

Guest speakers may receive a parking pass for a space behind the law school. Contact Jim Schoenfeld or Bryan Weng to secure a pass.

Other parking options:

- Deaconess Hospital Garage located on Straight Street – currently \$5.00 flat rate.
- College Conservatory of Music (CCM) Garage located off Cory Blvd.
<http://www.uc.edu/parking.html> - currently \$10 maximum fee.
- Stratford Heights Parking Garage -currently \$7.00 maximum fee.

To obtain an electronic version of a University of Cincinnati Campus Map, go to http://www.uc.edu/content/dam/common/docs/maps/campus_map_west.pdf.

Program Completion

- Collect all submitted CLE cards and forms. Return to Cheryl DelVecchio for processing.
- Breakdown and put away tables and chairs.
- Photocopy checks for registration and give originals to Bryan Weng for deposit to appropriate fund.
- Direct UC Conferencing to deposit credit card payments to the appropriate fund and get a receipt from them with a breakdown of monies received and amount of charged incurred from UC Conferencing.
- Send thank you letters/gifts to program participants.
- Manage any expense reimbursements necessary for program participants.
- Keep a budget ledger for each program.
- Be sure to have the law school website revised to reflect the program's end (reclassify as "recent" rather than "upcoming" program).

Quick Checklist/Timeline

ASAP:

- Survey location options, compare costs and features
- Verify there are no conflicts for date of program, determine alternative date options
- Book location
- Determine topic of seminar
- Determine cost of seminar/discounts

Two Months Prior:

- Submit authorization forms for signature
- Arrange travel for guests – airline, hotel, transportation
- Submit application for CLE credit approval
- Create brochure and registration form
- Determine publicity/advertising
- Send Save the Date card
- Post program information and registration form on law school website (calendar, upcoming events, CLE spot, and specific Institute/Center site)
- Contact UC Conferencing. Submit information for participants to register by credit card.
- Make catering arrangements

One Month Prior:

- Send out invitations/flyers; mail meeting agendas and other instructions
- Maintain registration list compiled from phone, UC conferencing, mail in
- Order supplies (binders, dividers, pens/pencils, flipcharts, labels, etc.)
- Schedule audio/visual equipment
- Schedule table setup/breakdown
- Request any presentation materials from speaker(s)

One Week Prior:

- Confirm catering menus and food/drink quantities
- Confirm room-setup and AV equipment
- Compile and copy handouts
- Finalize list of attendees
- Produce name tags, tent cards, signs, etc.
- Arrange table seating
- Send email to All-College listserv about the event
- Notify Public Safety, Governmental Relations if government dignitary is visiting

Day of Event:

- Distribute handouts and CLE cards to registrants
- Put announcements in stands throughout law school
- Collect CLE cards at end of event, return to Cheryl Delvecchio
- Photocopy checks, return originals to Bryant Weng

After Event:

- Send thank you letters/gifts
- Manage any expense reimbursements for guests – all appropriate forms with signatures
- Maintain ledger for each event
- Revise website to reflect program's end
- Send photos to Sherry English for Counselor/Updates/website
- Process evaluation forms

Contact List

Forms Authorization

Sharon Leigh
Administrative Director
556-0121 (Office 200A)
Sharon.leigh@uc.edu

CLE

Cheryl DelVecchio
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556-0063 (Office 200)
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Communications

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A/V Support

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Finance

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Bryan Weng
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