



EVENT PROCEDURES

BACKGROUND

Each year, the School of Law hosts numerous events that foster hospitality and further its mission.

Our *signature* events include: McElroy Lecture, Meet the Judges, Erin Go Law, Law Review Symposium, Moot Court Tournaments, ABLA Barbeque, Book Awards, Current Events in the Law, Homecoming/Golf Outing, Social Justice Lecture, Baccalaureate Mass, Red Mass, and Graduation. For these, we employ a small staff to facilitate and ensure their operational success.

Outside of these, there are numerous *internal* events that cater to the needs of student groups, mentoring, departments, and classroom activities.

On a *limited* basis, the Law School can host select *external* events for those outside the UDM Law School community.

It is for these events (and you) that this document is written.

INQUIRIES

For events related to *internal* members of the UDM Law School community:

- 1) **First**, check our [online Master Calendar](#) and know that when a major event or sponsored lecture has already been scheduled, no other activities may be scheduled on that date.
- 2) **Next**, submit our [Event Inquiry Form](#) and understand that this is only an inquiry. Submission does not confirm the event until the Events Team has reviewed and approved the request. Please allow 7-10 days for review.
- 3) **After review**, our Event Department will contact you regarding next steps. We ask that you do not publicize your event until confirmation is received from our Event Department. For smaller events, a notice of 3-4 weeks is required; for larger events, at least 6-8 weeks' notice is required.

If you are NOT an *internal* member of the UDM Law School community, please contact our Director of Signature Events, Sunny Kerschenheiter, for information on space availability, pricing, etc., regarding a proposed event to be hosted at the Law School. For such *external* events, a contract, insurance, and rental fee are required.

CATERING and FOOD SERVICE

Contact us regarding our primary caterer(s) and note that our Atrium and Cafeteria are the only rooms approved for food service.

TECHNOLOGY REQUIREMENTS

There is a 30-day notice for technology needs.

ALCOHOL POLICY

Outside of our *signature* events, the School of Law does **NOT** permit the service of alcohol.

PUBLIC SAFETY

We encourage that all events be held within building hours. When events are held outside of normal building hours, your department or organization will be required to provide funding for public safety, which charges in four-hour intervals.

SET-UP and CLEAN-UP

For classroom events, organizers may arrange furniture as appropriate but must, immediately following the event, return furniture to its original configuration. For non-classroom events requiring additional furniture, each department/organization is responsible for setup and teardown. Organizers are required to return tables/chairs to storage within 24 hours.

REFUSE

Immediately following your event, all refuse must be placed in provided trash bags and placed in the loading-dock hallway within the cafeteria. Please do not place empty boxes or food refuse in waste baskets or hallway disposals.

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