

Event Policies & Procedures

A Step-by-Step Guide to Planning a Successful Event

The Office of Special Events programs and organizes 1200-1400 events per year at Cardozo. The Team is comprised of the Director of Special Events and the Event Coordinator. In order to best accommodate and assist each student organization, faculty member and administrator with their event requests, the below policies and procedures have been outlined. Thank you for taking the time to read the information and happy event planning!

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cardozospecialevents@yu.edu

STUDENT GROUPS and JOURNALS ONLY: One representative from your group must read and sign this document AND attend a 25 Live training session with the Office of Special Events. The below procedures apply to *all* room reservations! Event organizers must adhere to the below procedures and deadlines to ensure that their events can be accommodated.

SBA GROUP NAME: _____

MEMBER NAME: _____

MEMBER SIGNATURE: _____

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PREPARATION

Student Bar Association (SBA) organizations, and any other student organizations approved by the Office of the Dean, may use Cardozo space for meetings and events. Individual students are not permitted to independently host events on campus or reserve a room. All events must be sponsored by an office or center, approved student group, Journal, Moot Court Honor Society, ADR Competition Honor Society, or a faculty member. The law school reserves the right to deny requests if a suitable space is unavailable, or if the event is inappropriate and/or disruptive to the daily activities of the school.

- **Guests and Speakers:** Once you have received an email confirmation for your event booking from the Office of Special Events, you can confirm a date and time with an outside guest or speaker. Due to the high volume of events at Cardozo we ask that you do not confirm or promise event dates, times, or rooms, to outside guests as they may not be available by the time your request is confirmed in the queue.
- Determine the purpose, focus, scope of the event, budget, target audience, and relevant requirements prior to requesting a date. The following requirements should be considered as you begin to plan your event: AV, catering, CLE credits, communication needs, floorplans, and supplies.
- Questions concerning **contracts with outside vendors** and honorariums should be directed to Jacklyn Tavarez in the Office of Business Affairs (tavarez@yu.edu).

BOOKING A ROOM

The availability calendar on 25Live will inform you of all the events taking place in the school on any given day. Please check the calendar for the proposed date of your event. This calendar can be accessed by logging into 25Live and clicking on the "Availability" tab on the right hand-side of the page.

- Rooms are booked on a first come first serve basis regardless of the event purpose or the number of guests attending. A time stamped queue is established when you submit your request and events are confirmed in the order in which they are received. Please allow for up to three business days for your event to be confirmed.
- **DEADLINES:** We ask that you make a room request at least one week from the desired event date. The office of Special Events cannot guarantee same day confirmations. For the 3rd Floor Lounge and Lobby spaces we request at least three weeks notice for large scale events with catering.
- In order to place a 25Live Request, or to have access to the calendar, a representative from your group must sign the first page of this document and

fill out the 25 Live Access Form. [CLICK TO GO TO FORM](#)

- After you have filled out the form, please log into 25 Live so that your credentials can be assigned permissions. The log in info is the same that you would use for Inside Track. Log in here> [Dashboard \(collegenet.com\)](#)
- **Placing a request via 25 Live does not mean your event is confirmed.** Do not publicize events or confirm arrangements with speakers or guests until you have received a confirmation email of your booking directly from the Office of Special Events. **Even if the online calendar shows that a certain space is currently available on a particular date, it does not guarantee that your booking can be accommodated.**
- Do not make multiple request for the same event. If you made an error in a submitted request please email the reservation code (ABA###) and the edit you wish to make to sofia.dalessandro@yu.edu
- For any large-scale events, please arrange a meeting with the Office of Special Events at least six weeks prior to the event
- Please note that not all rooms are suitable for certain events. We cannot, for example, host an event with a full buffet in a classroom immediately after, or in-between, regularly scheduled classes.

BOOKING CONFIRMATIONS: Once your room reservation is confirmed, you will receive a confirmation email with your event details, up to 3 business days after it has been submitted. All communication regarding your event must be on the confirmation email chain. **The Office of Special Events cannot assist requests without a reservation code (ABA###) listed in the subject line.**

ROOM HOLDS: It is possible to place a hold on a space so that you can offer your speakers a range of dates. Please make **one** 25Live request, do not submit multiple requests for the same event. **This will result in your requests being denied.** You may place up to (3) three holds for one event. When completing the online form, the title of your event should start with the word "HOLD." Once the speakers have confirmed the date, please contact the Office of Special Events immediately to release the other dates and confirm the event.

ALCOHOL POLICY

Please review the [YESHIVA UNIVERSITY ALCOHOL POLICY](#) and print and sign the forms in the document. The form must be emailed to cardozospecialevents@yu.edu no later than seven (7) calendar days before the event. The rules in the Yeshiva University Graduate policy will be enforced in conjunction with the rules below.

The Policy for In House Cardozo Events and Off-site Events is as follows.

- Alcohol may only be served after 4:30 PM in a designated event space (Dean's Conference Room 1008, Faculty Lounge -512, The Third Floor Lounge, and the Lobby).

- Only two drinks may be provided per serving of food ordered. One bottle of beer is considered one drink, and one pour of wine is considered one drink.
- Alcohol can only be served at receptions, cultural celebrations, events with outside guest speakers, and symposium events.
- A bartender must be hired for all events where alcohol is served.
- Substantive food must be ordered for events where alcoholic beverages are served. Events serving only pizza and snacks cannot offer alcohol to guests. Please reach out to the special events office for a buffet menu, or a reception menu for your event.
- The total amount of alcohol ordered for your event will be based on the quantity of food that is ordered regardless of the expected headcount. There is a two-drink maximum per serving of food. Please see alcohol ordering chart.
- Students and guests are not permitted to take alcohol outside the designated event space.
- Alcoholic beverages are not permitted in classrooms at any time.

Offsite events

- Kosher mevushal wine, and beer are the only beverages allowed to be served at events where students are in attendance.
- There is a strict two drink maximum for offsite events.
- Requests for off-site events where alcohol is served require 4 weeks notice (28 calendar days) to the Office of Special Events and are subject to the availability of approved venues.
- All previously stated alcohol policies and Yeshiva University rules apply for student events.

AUDIO VISUAL PROCEDURE

- To arrange basic AV support you must submit the form linked below, **after you have received a confirmation email from the Office of Special Events:** <https://cardozolaw.libwizard.com/f/avrequest-law>.
- *The Office of Special Events **does not** handle AV requests! Information regarding AV submitted in a 25Live request cannot be accessed by the AV Team.*
- For any questions, or more advanced requests please contact the Media Services department directly at avrequest-law@yu.edu.
- If AV is required on a Sunday, please provide at least two weeks' notice. AV will not be available after office hours, 6:30 PM: Monday-Thursday, and 2:30 PM: Friday.

BULLETIN BOARD

- Internal organizations (such as SBA groups, Journals, Moot Court Honor Society, and ADR Competition Honor Society) are welcome to post flyers on the appropriately labeled bulletin boards around campus. Please note that you may **only post one flyer on each board (8.5" x 11" paper only)**. All content should be appropriate for a school event. Please refer to the guidelines which are posted on individual bulletin boards and in the Student Organization Guide for further details on marketing at Cardozo.
- Advertising for an event where alcohol will be served may not include any language about alcoholic beverages.

CATERING

Please read carefully. The below rules supersede all previous rules, exceptions, and past practices- as per Yeshiva University Department of Dining Services.

- The maximum amount of food that can be ordered for an event is based on the seating capacity of the room. Please provide a budget and **follow all guidelines outlined in the catering order form** when submitting a catering request for any event.
- Deadlines: All groups are required to submit the catering order form **at least (2) two weeks (15 inclusive calendar days)** prior to the event date by close of business (6:00 PM Monday – Thursday and 2:30 PM on Fridays) to request catering for their event. **THREE WEEKS NOTICE IS NOW REQUIRED FOR ALL EVENTS TAKING PLACE IN THE LOBBY OR THIRD FLOOR LOUNGE.** (A 25 Live request must be submitted 21 calendar days before the event is to take place) Forms submitted after close of business will count as the following business day. NO EXCEPTIONS.
- **KOSHER CATERING:**
 1. Both internal and external groups holding events at Cardozo are required to use one of Yeshiva University's Orthodox Union certified vendors.
 2. Catering for events can only be placed through the Office of Special Events.
 3. The University cannot reimburse students for food and beverages purchased from non-certified vendors or packaged items that do not display the approved Kosher symbols .
 4. If you would like higher end kosher catering option for formal events please contact cardozospecialevents@yu.edu at least six (6) weeks before your event date.

- Requesting Catering: All catering requests must be made through the [CATERING REQUEST FORM](#). Emailed catering requests will not be accepted.
- As per the Fire Safety Code: Open flames are no longer permitted in event spaces, with the exception of the Lobby.
- Events scheduled in rooms between official classes can request catering, however the set up and breakdown of the events can only take place once all students attending the class have vacated the room. The Office of Special Events and hired caterers will set up the catering during the event time.
- In order to provide space for the Cardozo Community to convene/ study, and properly execute the set-up and clean-up of large scale events, the Law school can only host one catered event in the 3rd Floor Lounge or Lobby per day.

COMMUNICATIONS & MARKETING MATERIALS

- Requests for Communications Office designs, emails, or publicity must be made in writing via the **Communications Requisition Form:** cardozo.yu.edu/event-material-request-form for events planned during the school year. All requests should be made at least six weeks prior to your event.
- Requests for flat-screen publicity should be made to the Communications Department at Lawpr@yu.edu.
- Use of fliers, or other printed materials being created by students is subject to approval.
- A finalized description of the event must be obtained prior to submitting the event request. The event will not be publicized without a proper description.

Inviting Guests:

- If you wish to invite the Dean to your event, please contact the Executive Assistant to the Dean, Vanessa McSwain Vanessa.mcswain@yu.edu, as far in advance as possible.
- If you wish to invite alumni to your event, please contact the Office of Alumni Affairs at least three weeks prior to your event. Emily.snider@yu.edu

Emails/Invitations sent by Student Groups:

- The Cardozo administration has adopted a policy concerning mass emails sent by student organizations. This policy applies to all requests whether they are from Student groups, Journals, Moot Court Honor Society, or the ADR Competition Honor Society.
- Individual students are not permitted to send mass emails. All mass emails must be from a recognized Cardozo organization or office.

- Cardozo branded email invitations can be requested through the Office of Communications via this form: <https://cardozo.yu.edu/event-material-requisition>

TODAY AT CARDOZO

- To advertise events, we condense all student organization emails into ONE email per day which will be sent to the entire student body each morning at 10 AM. Please note that there will be two sections in the daily email. One section will be titled “Today at Cardozo” and will only contain announcements about meetings, deadlines, or events taking place ***that day*** on-campus. The other section is titled “Upcoming Events” which contains events taking place later that week or the next. Each event announcement is limited to one placement per section. You **MUST** submit your text at least two business days (by 10 AM) before the date in which you would like your event to be published. No exceptions will be made to this rule.
- The only way to submit your announcement is through the [Today at Cardozo Submission Form](#) which can be found on our [Office of Special Events Page](#). DO NOT email the office of special events to submit your announcement. The events team will not be able to add it.
- Do not include graphics, flyers, mentions of alcohol or inappropriate language.

FLOORPLANS AND SET UPS

- All room set-ups are required to be finalized and emailed to the Office of Special Events at least two (2) weeks (by close of business) before an event, in order to be guaranteed. Set-up requests given after this time cannot be guaranteed.
- Due to the schedule of the facilities personnel, all Sunday or after hours (after 6 pm) specialty decorations, set ups, or non- standard requests must be submitted at least one week before your event and may incur a charge to your groups budget of up to \$100.00.
- As per our Facilities Department, not all set ups can be accommodated if there are multiple events taking place in the same room on the same day. Thank you for understanding.

When communicating with the Office of Special Events about your set-up, please select from the below options and indicate a specific number of tables and chairs.

1. Banquet Style: Large Round tables for 8-10 guests to eat dinner or lunch. Catering tables set up for food placement.
2. Reception Style: High tops for standing, and low tables for a max of (4) four persons. Catering tables set up for food placement.

3. Conference Style: One large table in the center of the room with a table in the back for catering
4. Panelist Style: 1-2 6ft tables with white linen with up to 4 chairs at each table for panelists.
5. Exhibit Style (3rd Floor Lounge and Lobby ONLY) 6ft tables around the perimeter with white linens and 1-2 chairs per table.
6. Combination Style: Please indicate which styles of set-up you would like from the above and provide specific number of tables and chairs.

SUPPLIES

- Beverages for student-run events can be ordered in advance through the Office of Special Events. Please see the Office of Business Affairs for any additional supplies you may need.
- All supplies for department-run events must be purchased by the respective departments through *Maccabuy*, to includes beverages that aren't a part of a catering package, easel pads, etc. This does not include alcoholic beverages. Please see the Alcohol section for more information.

WEBINARS

- There is only ONE school account for Zoom Webinars. Webinar requests are on a first come first serve basis and two or more webinars cannot take place that the same time.
- A Faculty member or administrator must serve as the alternative host to start the meeting. The AV team will automatically be added as a host to all events in the building requiring a zoom webinar.
- Please make reservations using the following resource - [Online Event Reservation: 25live Room Reservation Tutorial](#)
- A Taping Release Form must be completed if a speaker or panel is recorded. Requests to record panel discussions must be approved by a faculty member or the Dean's Office. Prior to any recording being posted or live streamed it is mandatory that each panelist sign a video release form, and copies of the forms must be given to the Communications Office. The form can be found here: [Video release form \(00029517.DOCX;1\) \(yu.edu\)](#) and returned to the Office of Communications and Public Affairs by email at lawpr@yu.edu or delivered to room 1052 before the event taping.

GENERAL RULES, REQUESTS & CONTACTS

- Individuals may not take food from an event that they are not attending. This rule will be strictly enforced for the whole Cardozo community (faculty, staff, students, security, and facilities). Food that is left over from an event may be eaten but only after it is clear that the event has finished, and all guests have left the venue.
- Pizza Deliveries: Due to the high volume of pizza deliveries during the day, we ask that you reserve one person from your group to pick up pizzas from the first-floor pantry (near the back security desk by the three elevators). If someone from the Events team cannot deliver the pizzas to your room the event host will be informed when the pizza has arrived.

Please contact the following departments with any questions about event policies.

- Rooms and Catering- Office of Special Events (Room 1006), CardozoSpecialEvents@yu.edu
- Audio Visual- Avrequest-law@yu.edu (Library)
- Publicity/Advertisements- Office of Communications and Public Affairs, (Room 1052), Lawpr@yu.edu
- Budget and Supplies (students only)- Office of Business Affairs, Jackie Tavarez at Tavarez@yu.edu

FORMS AND QUICKLINKS

[**YESHIVA UNIVERSITY ALCOHOL POLICY**](#)

[**Catering Order Form**](#)

[**25Live Access Form**](#)

[**25Live Availability Calendar**](#)

[**Online Event Reservation HOW TO**](#)

[**Video Release Form:**](#)

[**Today at Cardozo Form**](#)

[**Communications Requisition Form:**](#)

