

## Event Protocol

### 1. **Event Inquiry Form:**

Prior to formally scheduling your event, please submit an Event Inquiry Form. Please note, **all proposed events must submit an event inquiry form** and will not be considered confirmed until the request has been approved.

- a. Event Inquiry Form must be submitted at least 3 days prior to the event date to be assigned a room. (1-2 weeks prior is ideal)
- b. The event inquiry form not only assists the events team with scheduling an event, but it automatically communicates all of your event needs to the various departments involved.
- c. Please be sure to specify back-up room preferences in your submission in case your first choice is not available.
- d. Please include detailed notes for any event need that is selected (e.g. include names for reserved parking spaces, include catering details, explain all A/V needs)

### 2. **Events Team Assistance:**

If you are requesting assistance from the events team for an event that is not on the "Annual SOL Event Calendar" please email the Events Manager to set up a meeting where all of the event needs will be discussed. The Events Manager will then discuss the event needs with the Dean of Students to determine the level of involvement.

- a. The Events Team **must** be involved with the following events:
  - i. Events at Dean Tacha's home
  - ii. Events with BOV members or VIP's attending
  - iii. Events with over 200 guests attending
- b. Though the events team will help to guide each group through the planning process and help connect them to campus resources (Catering, Warehouse, Information Services, Communications), the group organizing the event is still expected to be the main point of contact and primary organizer for such components.

### 3. **Event Scheduling:**

When scheduling a date and time, it is always best to check the Annual SOL Event Calendar and Pepperdine SOL Events website first, and to speak to the Events Manager second if you need help determining the best time to hold your event.

- a. If there is a scheduling conflict with a class, and a classroom change is the only option, approval from Vice Dean Saxon and Dean Sturgeon must be received before asking a professor to change classrooms. The events team must oversee the process of moving classes.
- b. After a date and location have been confirmed, the events team will notify you of approval and post the details to the Events Calendar.

## Event Protocol

**4. Event Communications:**

If an online registration site (CVENT) or a page on the SOL website is needed for an event, the following departments must be notified at least 3 months in advance: Events Team, Communications Director (Tom Inkel), and Web Development (Jared Padgett).

- a. If any printed materials are needed (Save the Date, Invite, Program...), there is also a 3 month minimum turn-around for production.

**5. Outside Groups:**

Non-Pepperdine parties requesting use of SOL facilities should sign and submit the Law Facilities Use Form, and contact the School of Law Events Manager about necessary insurance requirements.

**6. Guest Speakers:**

Non-Pepperdine speakers featured at events are required to sign a General Release Form before the event if any photos, audio recordings, or video recordings are planned or likely. This is a University policy that we are committed to upholding. The form can be found online at

<http://community.pepperdine.edu/law/eventinquiry/content/pepperdinegeneralreleaseform.pdf>