AGENDA

- Scheduling of Rooms
- Inviting Speakers
- Audio/Visual
- Sodexho
- Alcohol Policy
- The Pub/Hark Policies
- Event publicity
- Org technology
- Administrative contacts at HLS
- Additional info
- Financial info
EVENT PLANNING
Room Scheduling

- Shannon Parker – Events Office Manager
  - Pound Hall 208
  - 495-3129
  - events@law.harvard.edu
  - www.law.harvard.edu/administration/eventsoffice/
  - https://internal.law.harvard.edu/events/form.php
EVENT PLANNING
Inviting Speakers

- University Marshal’s Office
  - Wadsworth House
  - 617-495-5727
  - marshal@harvard.edu
  - www.marshal.harvard.edu
EVENT PLANNING
Media Services

- Darby DeChristopher – 
  Manager of Media Services
  - Pound Hall 205
  - 617-495-4840
  - av@law.harvard.edu
  - internal.law.harvard.edu/events/
EVENT PLANNING
Sodexho/Alcohol Policy

- Mairead Van Heest – Manager of Sodexho
- Emily Knight – Catering Manager
  - Harkness Commons
  - 617-495-5538
  - foodsrv@law.harvard.edu
- Anne Marie Calareso – Assistant Director for Student Activities (DOSO)
  - Pound 310
  - 617-496-2436
  - calareso@law.harvard.edu
EVENT PLANNING
Alcohol Policy

- All Events where Alcohol is served or sold
  - Alcohol must be purchased through Sodexho
  - Only Beer and Wine
  - Non-alcoholic drinks and substantive food must be available
- Events of 100 or more
  - Sodexho bartender must serve the alcohol
  - A Police Detail must be hired
If an event or speaker that you are inviting might require security, please book a police detail (both uniformed and plain clothed officers can be booked) through HUPD’s website:

http://www.hupd.harvard.edu/detail/
EVENT PLANNING
The Pub/Hark Policies

- Pub Hours
  - Monday – Friday: 5 p.m. – 10:00 p.m.

- Hark Policies
  - No outside caterers may be used inside of the Hark

- FUN
  - Wii’s
  - DVD collection
  - Board Games
EVENT PLANNING
Publicity

- Daryl Muranaka
  - Conference Planning Adviser
  - Langdell 130C
  - 617-494-8137
  - publicity@law.harvard.edu
  - https://internal.law.harvard.edu/events/form.php
OTHER PUBLICITY OPTIONS

- Tabling in the Hark
  - dos@law.harvard.edu
  - Dates, times, purpose

- Stuffing Hark Boxes

- Bulletin Boards
Email addresses, listserv, & website

- Information about gaining access to your email address, your org’s listserv, and updating your site is available at http://www.law.harvard.edu/students/orgs/orginfo.php

- Student Help Desk
  - 617-495-9576
  - help@law.harvard.edu
ADMINISTRATION

Pro Bono

- Lee Branson –
  Assistant Director for Pro Bono Programs
  - Austin 107
  - 617-495-5202
  - probono@law.harvard.edu
ADMINISTRATION
Office of Career Services

Mark Weber –
Assistant Dean for Career Services

Pound 323
617-495-5469
mweber@law.harvard.edu
Student Activities Fair

- September 20\textsuperscript{th} from 5:30-7:30 pm in Ropes Gray.

- Groups should arrive no later than 5:00 pm to set up.

- Our office and Student Government are co-sponsoring a pub event after the fair. Drink tickets will be available for all who participate in the fair and for all who attend.

- Please email me by September 13\textsuperscript{th} if your Org would like space at the event.
Helpful information for student org leaders:

www.law.harvard.edu/students/orgs/orginfo.php

Questions—come see me!

- Kristen Chipman, Pound 310
- kchipman@law.harvard.edu
- 496-2471
Information for Student Organization Financial Officers

Questions-

Contact William Howell

wihowell@law.harvard.edu
617-495-1880
Pound Hall 310