

Student Organization
OFFICERS MEETING

Monday, September 10, 2007

AGENDA

- **Scheduling of Rooms**
- **Inviting Speakers**
- **Audio/Visual**
- **Sodexo**
- **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 Sodexo
 - Only Beer and Wine
 - Non-alcoholic drinks and substantive food must be available
- Events of 100 or more
 - Sodexo bartender must serve the alcohol
 - A Police Detail must be hired

EVENT PLANNING

Additional HUPD information

- 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**

ITS

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**

OTHER INFO

Student Activities Fair

- September 20th 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 13th if your Org would like space at the event.

OTHER INFO

Student Organization Website

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