

## **SPECIAL EVENT HANDBOOK**

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## **BEFORE PLANNING AN EVENT**

Before dedicating your time and efforts to the event planning process, review the following with your organization:

- Before you put any information on the Master Calendar or Schedule.SMU, begin by filling in some of the necessary information on the Event Request Form at this link:
- *If you are planning an event and wish to invite a high profile guest, please contact Dean Collins' office to ensure her availability PRIOR to making the ask. It is imperative that proper protocol always be followed.*
- Ensure your organization has enough representatives who can dedicate the time and commitment to see the event through the entire planning and execution process. No matter how committed your leaders are, be sure you have enough lead-time to properly plan the event. Time is essential to your event's success.
- Ensure your organization has adequate funds to plan the event successfully and optimize its benefits OR, the organization has the ability to secure additional funds through fundraising activities or other resources.
- Finally, if your organization is planning a career-related discussion, check with the Career Services Office to be sure your topic does not overlap with an event already planned with the OCS office.

### **Things to know before you begin the room reservation process:**

To better help you organize your thoughts regarding your event and to fill in as you plan, print the [Event Request Form](#).

- All law school departments and student organizations affiliated with the Dedman School of Law MUST use Schedule.SMU to submit requests for room reservations.
- Schedule.SMU is only accessible with SMU user ID and password.
- In order to allow time for announcements and maintenance notifications for heating and cooling purposes, please try to reserve space at least two weeks in advance. Remember the greater lead-time for an event ensures a greater likelihood of an optimal outcome.
- Allow 48-72 hours for confirmation of your space request.
- Contracts for vendors coming on campus or for off-site events, require approval by the Dean's office and by the Director of Purchasing. Please turn in all contracts 6-8 weeks prior to the event date to Betty Alexander [bettya@smu.edu](mailto:bettya@smu.edu). See page 10 for specific details.
- Requests for the current semester will ONLY be considered after all class schedules have been finalized in Schedule.SMU. Also, at the beginning of each semester, Law School Department events will be given priority. When most department events have been scheduled, then organization events will be considered for approval. There are exceptions, i.e. when the law school will host

national competitions, events approved by the Dean's office, etc. Contact Rebekah Bell at 8-4177 or [rbell@smu.edu](mailto:rbell@smu.edu) to discuss specific details.

- The Dean's Suite may pre-empt a room reservation in certain rooms for special speakers and events. In this unlikely event, we will work with you to find another place or date for your group's meeting. Please contact Rebekah Bell as directed in the previous section.
- The SBA Secretary will use the information you submit when reserving a room to generate the all-law announcement for your event. Thus, be specific in stating what student organization you are reserving a room for and what event will be held.
- IMPORTANT - Find a cleanup team from your organization – see Housekeeping Procedures on page 11 and 12.

## GUEST SPEAKERS

- Guest speakers are welcomed and encouraged.
- ***If you are planning a major event and wish to invite a high profile guest, please contact Dean Collins' office to ensure her availability PRIOR to making the ask. It is imperative that proper protocol always be followed.***
- Prior to inviting a guest speaker for ANY event and making arrangements to pay for a flight, hotel, etc., you MUST check all calendars and be sure the classroom and event space are available. Should you need to provide your guest with optional dates, be sure to check with Rebekah Bell to make arrangements to tentatively reserve your space until final dates are chosen.
- DO NOT book flights for a speaker until you have confirmed the room reservation. Prior to submitting your room request for final approval, you must represent that you have checked and verified all schedules and received any required permissions i.e. budget approvals, faculty advisors, etc.
- If you are inviting a multiple speaker panel for a large event or conference, etc., you should contact Rebekah Bell for assistance.
- If a speaker's fee is going to incur the student organization a significant cost, it may be possible to pool funds with and partner with other student organizations to pay for your event.
- The SBA Student Development Committee is often overlooked as an option. This is a frequently under-utilized group that has SBA appropriated funds and may be able to assist in funding your activities.
- When selecting a guest speaker, the time and date of your event are critical. Keep in mind that to maximize the best use of your funds and their time, major events should be scheduled at a time and date that will not conflict with University holidays or any mandatory student events or meetings.

- In order to maximize student attendance during lunch hour events, we try to minimize overlap between student organizations and Law School departments. For example, if you are hosting a panel with former law clerks who will be discussing their experience, then we would not want you to host your event on the same date that the Faculty Judicial Clerkship Committee holds their information session.

*Tips for Inviting a Guest Speaker:*

- Communicate clearly to the potential speaker the event's purpose and intended audience and the desired duration for their speech.
- Let them know the time, date, and location of the event and the expense and travel arrangements that will be covered or not covered.
- Confirm all arrangements including the date and time and expenses in writing.

## **CAREER-RELATED PROGRAMS AND EVENTS**

- The Office of Career Services encourages student organizations to organize career-related programs based on your organization's practice area or other focus. Student organization programs educate students about different practice areas, skill sets, professionalism and more. They also help your members connect with practicing attorneys and provide networking opportunities for students.
- To encourage your organization to present programs, Career Services will fund up to \$300 for your organization for one career-related program this academic year. If your organization wants to host a career-related program, please contact Erika Fadel ([efadel@smu.edu](mailto:efadel@smu.edu)) if you have questions. See the form [here](#). **Pre-approval is required for funding, funds are limited each semester and are disbursed on a first-come/first-serve basis.**
- Please note that your organization is responsible for organizing the event, inviting speakers, reserving a room, forwarding event information to the SBA Secretary for inclusion on the law school calendar and ordering any food.
- Students have requested that programs not be held the last few weeks prior to the end of classes. For this reason, the SBA and Career Services will not hold programs after November 1st in the fall semester or after April 1st in the spring semester. Programs are typically scheduled at 12:30-1:30 pm or 5:00-6:00 pm. **All program dates and times must be cleared in advance through Erika Fadel.**
- Career Services has designated Wednesdays as the day to host the Government Practice Series. If at all possible, do not plan speakers or panel discussions related to government practice on these dates. **To avoid duplication, please also contact Beth Lee at [beth@smu.edu](mailto:beth@smu.edu) if you are planning any government-employer-related program.**

## STEP ONE: SELECTING AN EVENT DATE

**Before requesting your event space, you should review the Law School Master Calendar, the Course Schedule, and Schedule.SMU to make sure there are no conflicts. Event room availability is allotted on a first-come, first-serve basis.**

*Remember, scheduling a major event at the same time as makeup classes or mandatory meetings, when students may not be available to attend your event, does not maximize the best use of your speakers, their time, and your funds.*

- *If there are conflicts with an event that the Dean's Office is planning, please contact Rebekah Bell, [rbell@smu.edu](mailto:rbell@smu.edu) or 214-768-4177, to get permission to hold your event during that time.*
- *If there are conflicts with an event that the Office of Career Services is planning, contact Dean Karen Sargent, [kcsargent@smu.edu](mailto:kcsargent@smu.edu) or 214-768-2797, to get permission to hold your event during that time.*
- *If you are planning a major event and wish to invite high profile guests, you should contact Dean Collins' Office first for approval then contact Rebekah Bell for assistance in reserving rooms.*

Complete the following steps to select your event date.

### 1. Check the Law School Master Calendar

- Review the Law School Master Calendar to select the best date and time for your event and avoid any conflicts.
- The Master Calendar is located at the bottom of the SMU Dedman Law home page.

### 2. Check the SMU Law Course Schedule

- Review the SMU Law Course Schedule to select the best date and time for your event and maximize attendance by avoiding timeframes that conflict with students' classes or makeup classes as much as possible.
- The current SMU Law Course Schedule can be found by visiting the SMU Law home page under Students<Academic Resources then scroll down to Links<Course Schedules & Information<Course Block Schedule.

### 3. Check Schedule.SMU

When choosing a day for your organization's event, keep in mind the following criteria:

- Monday and Wednesday – most classes dismiss by 12:15 pm and resume at 1:30 pm. DO NOT begin your event until after classes have dismissed

and end your event so that students can return to class in a timely manner.

- Tuesday and Thursday – most classes dismiss by 12:15 pm and resume at 2:00 pm. DO NOT begin your event until after classes have dismissed and end your event so that students can return to class in a timely manner.
- Mondays – With a few exceptions throughout the year, all First Year students will be involved in their Inns classes and meetings on Mondays at varying times, i.e. 10 am, noon OR 3pm. All ‘Inns’ classes have been scheduled and are in Schedule.SMU.
- Wednesday – The Career Services Office has scheduled their Government Practice Information Panels and Discussions for the lunch hour on Wednesdays. The OCS office provides critical information for job opportunities for students during these sessions. It is important that large events where a critical mass of students might be involved, not be planned during this time.

***Follow these steps:***

1. In your browser, begin typing schedule.smu. If it does not automatically populate, type “www.smu.edu/oit/services/schedulesmu”.  
If you have problems with Internet Explorer or other browsers, you may need to clear cache and cookies. Here is a link with steps to clear cache for the four most used browsers -  
<https://www.smu.edu/OIT/Services/Info/cache>  
*You may also reach Schedule.SMU by going through the website - Southern Methodist University>Office of Information Technology>Services>Schedule.SMU*
2. Click on the “Login” block on the left hand corner.
3. Sign in with your User ID and Password
4. The current days’ schedule should appear in grid format with room names on the left and one-hour time sections on the right.
5. On the top right side of the screen, go to “Choose Calendar.” From the drop box, choose “Law Region.” The rooms in the four buildings of the Law Quad should appear on the left side of the screen. At the bottom of the page, there is also a second page which shows Storey Hall Lobby and all rooms in Underwood Law Library.
6. To view events and classes already scheduled, **Click** on the calendar box on the left side in the top row and choose the date you are looking for.

**Once you have consulted the master calendar and Schedule.SMU to ensure there are no conflicts with your event date, you are ready to request a room using Schedule.SMU.**

## STEP TWO: RESERVING A ROOM

**(If you need to reserve multiple rooms and multiple dates, i.e., moot court competitions, call Rebekah Bell at 8-4177 first for special instructions.)**

1. In your browser, begin typing "Schedule.SMU." If it does not automatically populate, type "www.smu.edu/oit/services/schedulesmu" in the URL address box.  
If you have problems with Internet Explorer or other browsers, you may need to Clear cache and cookies. Here is a link with steps to clear cache - <https://www.smu.edu/OIT/Services/Info/cache>  
*You may also reach Schedule.SMU by going through the website - Southern Methodist University>Office of Information Technology>Services>Schedule.SMU*
2. Click on the "**Login**" block on the left hand corner.
3. Sign in with your User ID and Password
4. Once date is determined to be available, go to "**Add Event**" located at the top to the right of the "choose calendar" and "filter" boxes, **OR** choose "Events" from the top row. From the drop down box, choose "Event Request."
5. **Click** on the drop down arrow under "Event Request" and choose "Law School Events Room Request," and **click** "next."
6. Under **Event Information**, fill in the blanks for your name, SMU ID (optional), email, contact phone, department, and title of event including the student group name.
7. Under **Meeting Information**, the Meeting Name will be filled in from above, then **click** the drop down box next to Meeting Type. Choose the appropriate description for your event. DO NOT FILL IN "Max Attendance."
8. Under **Meeting Recurrence**, **click** on the drop down box next to "Start Time" and "End Time." (If your increments of time are not listed you may highlight the minutes and type in the time you need, i.e. 3:20, 4:50) **Click** on the date of your event so it is highlighted in light blue. Then **click** "create." A line of data showing your event request will appear in the **Meetings** section to the right. Review the information for accuracy. If not, go back to "meeting recurrence" and fix the discrepancy.
9. Under **Meetings**, in the section on the right bottom of the page, after verifying that data for your room request is correct, **click** the box at the beginning of the line to get a check mark. Then **click** assign/request rooms. A list of the available rooms will appear in a box. Choose the room you want for your event. If the room you want is not shown, check for page 2. Available rooms will be listed as "available." Once your selection is made it will change to green and show "selected." Unavailable rooms will be shown in red. When your choices are complete, **click** OK at the bottom of the box.
10. **Verify the information you have input, then go back to the top and click "Submit Request."**

**Please Note: It is the responsibility of the requester to make arrangements for AV and media services, physical plant (AC/Heat and trash clean up), food services needs and alcohol approvals. Any damage to the room is the responsibility of the user.**

### **STEP THREE: SBA Approval and Publicizing Your Event**

Information you will need prior to submitting the SBA Event Submission Form:

- Your Name
- Organization you Represent
- Event Title
- Expected Attendance
- Event Date
- **Room you have reserved and received approval for**
- On or Off Campus Event
- Event Time
- Food
- Guest Speaker
- Detailed Description of the Event
- Backup contact name

**ON CAMPUS EVENTS** - Once you have received confirmation for your room reservation, fill in the SBA Event Submission Form linked here: <http://sba.law.smu.edu/Event-Registration.aspx>. **Do NOT request to add your event until after you have received confirmation for your room reservation.**

The SBA Secretary will add the event to the 1) Master Calendar, and 2) forward the information to *LawTalk*.

**OFF CAMPUS EVENTS** - Once you have received confirmation that your contract (see Contracts section later in Handbook for proper procedure) has been approved, send information (see list above) to SBA Secretary. **This information will be used for the Master Calendar and forwarded to *LawTalk*. Be specific regarding the name of the event, student organization, etc.**

*Proper promotion of your event is essential to ensure optimal attendance and ensure event success. Keep in mind the purpose of your event as well as the intended audience and determine the best way to reach that audience. For minimal publicity, emails to organization membership, *LawTalk* may be sufficient. For increased publicity for larger events with prominent speakers or multi-panel discussions, flyers and invitations are encouraged.*

### LawTalk Announcements

- **For student events**, event planners should send their information to the SBA Secretary **no later** than two weeks prior to an event. The SBA Secretary adds these events to the Master Calendar and submits the announcements to the *LawTalk*. ALL events MUST be placed on the Master Calendar. Contact Wes Beckman at [wbeckman@smu.edu](mailto:wbeckman@smu.edu).
- **Faculty, staff, or outside organizations** holding a law school event should send an announcement **no later** than two weeks prior to the event to Betty Alexander at [bettya@smu.edu](mailto:bettya@smu.edu) to have the event advertised in *LawTalk*.

### Digital Announcements

- The Master Calendar is the source of information for events that will be placed on the digital screens. NOT ALL EVENTS will be announced on the digital screens.

### Online SBA Announcements

- The SBA Secretary uses the calendar generated by the Room Reservation Form and the Google Form submitted in composing the all-law announcements. **DO NOT** email the secretary directly asking that your announcement for on-campus events to be placed in the all-law announcements.
- As noted in the room reservation section, the SBA Secretary will use the information you submit when reserving a room from the Google form. Thus, be specific in stating what student organization you are reserving a room for and what event will be held. If you would like certain language for your announcement, please include it in the comments section at the bottom of the form.

### Career Services Online Announcements

- To publicize career-related programs, email the flyer for your event to Erika Fadel in the Office of Career Services at [efadel@smu.edu](mailto:efadel@smu.edu). The Office of Career Services will be happy to include your flyer in its weekly announcements.

### Flyers

- Student organizations may post flyers for their event after receiving approval from the SBA. Email your flyer to Wes Beckman at ([wbeckman@smu.edu](mailto:wbeckman@smu.edu)), SBA Secretary, at least one week in advance of your event. Once you've received approval from the SBA secretary, you may print your flyers.

- You may only place flyers on the bulletin boards in Florence Hall, outside the Underwood Law Library ‘Pit’ and Circulation desk area, or on the bulletin boards on the lower level and first floor of Storey Hall and Carr Collins Student Lounge.
- **DO NOT** put up flyers that have not been approved by the SBA.
- When placing flyers on the bulletin boards, **DO NOT** cover flyers already in place. You may move flyers around if it is necessary to make room for your flyer.
- **DO NOT** remove flyers that belong to another organization.

**Organizations who violate the process will lose their privileges for future events. On a weekly basis, the SBA will remove flyers that have expired.**

The cost of producing flyers comes out of your organization’s budget. Please observe proper funding procedures before printing flyers.

If you have any questions regarding making or posting flyers, do not hesitate to contact the SBA for further assistance.

*\*Tip: When producing a flyer, ensure that you have the correct date, time, and location on all of your flyers to avoid any confusion that would minimize your attendance. While this may seem automatic, it is essential to proofread! You want to communicate clearly and effectively the purpose and objective of your event.*

## **SPECIAL EVENT NEEDS AND POLICIES**

Print [Event Request Form](#).

### **Alcohol**

- **Serving Alcohol?** Special permission is required to serve alcohol at your event. Alcohol Request Form <https://www.smu.edu/StudentAffairs/VPSA/Alcohol/AlcoholRequestForm> .
- The event or activity should not be centered on the consumption of alcohol, nor should it be a motivating factor for participation. No one under 21 years of age will be served. At a minimum, heavy appetizers should be served at events where alcohol is consumed, as well as an option for non-alcoholic beverages should be offered.

## Audio-Visual

- If you need audio visual assistance, send an email to <https://www.smu.edu/OIT/Services/AVServices> as soon as possible. A ticket will be created for your event and someone from the University's Shared Services Technology department will contact you. Notification for assistance should be made 2 weeks in advance.

## Building Accessibility

Should you be planning an event on weekends or holidays, Contact Betty Alexander at [bettya@smu.edu](mailto:bettya@smu.edu) to ensure that the buildings will be unlocked and you have access to the Law School buildings.

## Catering

- **Serving Food?** If using SMU Catering, contact them at 214-768-2368 or email at [catering@smu.edu](mailto:catering@smu.edu). For copies of the menu: <http://smucatering.com/menu.html>
- **When using outside catering, be sure that sauces are pre-packaged to eliminate spills.**
- ***Pizza is allowed with the understanding that if a piece falls on the carpet, it should be cleaned up immediately. Generate a work request immediately [https://smu-isd.webtma.net/request\\_form\\_single.html](https://smu-isd.webtma.net/request_form_single.html) . ALSO, in order to keep pizza from falling, ask for stronger plates....not napkins or the flimsy plates that are usually supplied. When students are juggling, drinks, backpacks and other items all at once, flimsy plates are often the reason for the spill.***

## Contracts

- All contracts, whether for an outside venue or outside vendor, should be forwarded to Betty Alexander at [bettya@smu.edu](mailto:bettya@smu.edu) for approval by the Dean's office and SMU's Director of Purchasing. **ALL contracts should be made with Southern Methodist University on behalf of SMU Dedman School of Law as the name for the contracting party.** Provide the contract to Lynn Dempsey 6 to 8 weeks prior to the event and should be sent in a Word document and not in pdf format. **Under no circumstances should a contract for an event be sent directly to Legal Affairs or the Director of Purchasing.**

## Hot/Cold Request

Contact Maintenance and Facilities to make a request for AC/Heat when using classrooms in buildings on weekends in the SMU Dedman School of Law.  
<http://www.smu.edu/BusinessFinance/facilities>

## Housekeeping, Maintenance and Facilities

- **At the conclusion of your event, the space should be cleaned up and returned to its original condition.** It is your responsibility to clean up after your group. When utilizing a classroom, keep in mind there will be classes after your meeting and failure to cleanup will affect the students using the classroom after you. Appoint a clean-up person/committee depending on the event size prior to the day of your event. For large events requiring extra trash pickup, [https://smu-isd.webtma.net/request\\_form\\_single.html](https://smu-isd.webtma.net/request_form_single.html) for arrangements. Failure to clean up properly will affect your ability to reserve a room in the future!
- **If your organization hosts an event in either Hillcrest or Walsh in Underwood Law Library, trash cans should be placed outside the class and Hallway and put in the Pit area for trash collection.** Oversized trash containers will be located in the vending machine area for your use. Before your event, bring the empty containers from the vending area to the area OUTSIDE the classroom (DO NOT put them in the alcove area). Facilities staff will pick up the trash based on your work request; remember, the space should be cleaned up and returned to its original condition for the group coming after you.
- **Air Conditioning and Heating Issues** – if you will be using the space on evenings, weekends and holidays, submit a request: [Hot and Cold Request](#)
- **Housekeeping or Maintenance Issues** – If you notice issues within the space that require special clean up or care, submit a request: [Maintenance and Facilities](#)

## Outdoor Event Request

- Any function that will utilize outside grounds in the law quad will need to be scheduled first through Schedule.SMU. An Outdoor Event Request (formerly Use of Grounds Permit Form) must be completed and signed by the police, risk management, and grounds departments. To link to this request: <http://www.smu.edu/StudentAffairs/StudentActivities/FormsandProcedures> . Scroll down to the appropriate link and sign in, then fill out the form.

## Parking

- Depending on the size and type of your event, you may need special parking for speakers or other outside attendees. Should you require additional parking, please contact Betty Alexander, [bettya@smu.edu](mailto:bettya@smu.edu), **no later** than two weeks prior to your event for arrangements. She will determine the most suitable options for your event based on the number of guests planning to attend. If you need parking for more than five guests, she will need to make special preparations with Park 'n' Pony. An account code will be required for parking fees applicable per car. A parking pass must be placed on the guest's car. Further, a representative from your organization should plan to meet and escort your guest from the garage or lot where they will park.

## Non-Law School Room Requests

- Should you need to reserve rooms in other buildings on campus, not located in the School of Law, please refer to the University Registrar's Room Scheduling Request Form in Schedule.SMU.

## Safety and Risk Management

- All special events involve some level of risk. Proper safety and risk management planning by the event coordinator will insure events held by student organizations run smoothly and safely. If you are inviting outside vendors on campus, they **MUST** have special event insurance. All outside vendors coming onto our Campus are required to show proof of Liability Insurance coverage at a minimum of \$1,000,000.
- Special events insurance (also known as Tenant User's Liability Insurance Policy - TULIP) may be purchased for organizations that host activities that are not included in the University's insurance program. This program provides liability coverage and legal defense for negligence brought on the grounds of mismanagement, improper security, misleading representations, or failure of equipment/fixtures. Other coverage may be purchased at an additional cost. The Office of Risk Management is unable to provide pricing or premiums for this coverage. However, you may obtain a quote by going to this website <https://tulip.ajgrms.com>; and clicking on "Get a Quote" which will take you through the process and provide pricing prior to purchasing coverage. Be sure this amount is included in your budget.
- Please contact the Office of Risk Management: 8-4047.

## **EVENT BUDGETS AND FUNDING**

### SBA Funding and Reimbursements

- The Finance Committee will meet over the summer and allocate budgets at the end of the summer.
- Reimbursement forms are available outside of the SBA office, lower Storey Hall room 24A. When submitting reimbursements to the SBA:
  - Payer must submit a W-9 form each year, the **first time** he/she submits a reimbursement. This is required for tax purposes. W-9 forms are available online and outside of the SBA office, lower Storey Hall room 24A.

- Use the SMU tax exempt form when paying for event items. Annual tax exempt forms can be found on the University’s business office website. Organizations will **not** be reimbursed for taxes.
- Keep **itemized** receipts of all expenditures. The SBA does **not** fund alcohol. Thus, a receipt stating “food and drink” will **not** be accepted. It must have specifics “taco, chips, etc.”
- The SBA does **not** fund debt. Reimbursements within an organization’s allocated budget are not considered debt. However, if a student organization exceeds its budget (e.g. a budget of \$500 and spends \$600) the SBA will be unable to reimbursement the additional \$100. If your organization needs additional funding, come to the SBA before the expenditure. See below.
- Additional funding is available to an active organization that has used its money in an efficient manner for a scholarly purpose. Please contact a class representative to sponsor and help write a bill for additional funding. Submit the bill to the SBA Secretary Wes Beckman at [wbeckman@smu.edu](mailto:wbeckman@smu.edu) and it will be added to the agenda for presentation at the next scheduled Voting Counsel meeting. VC meetings are held on Wednesdays at 5:15pm (location TBD).
- For questions regarding SBA funding, please refer to the guide submitted to all organizations and committees during the summer or contact Wes Beckman.

### Outside Funding

- Please DO NOT seek outside funding from a law firm, corporation, etc. without first consulting with the SBA President and Vice President! They will contact the appropriate SMU Dedman School of Law Development Officer for approval.

### Additional Funding

- The Student Bar Association is here to serve YOU. If your organization runs out of funds before the year is over or an event has unexpected or increased expenses, please contact the current SBA Representatives to the Student Senate.
- After requesting Student Senate funding, if you need additional funds, please contact a Voting Council Member to write a bill for the additional funding. A list of the voting council members can be received by contacting the SBA staff.

*\*Note – Please keep in mind that submitting a bill for additional funding is for emergencies only. Do not plan on using the Voting Council as a means to supplement your budget.*

- Once you have worked with a Voting Council member to write the bill, the bill should be submitted by the sponsoring representative to the SBA Secretary, no later than noon of the Monday prior to the meeting. At the meeting, a representative of your organization and the sponsoring Voting Council member will present the bill to the Voting Council.

*When a need for additional funding is legitimate and well articulated to the Voting Council, there is a high success rate for requests to secure additional funding. Please contact the SBA president for more information about requesting funding for your organization after the budget period.*

The SMU Dedman School of Law Finance Office is located in Storey Hall, Room 126. Information regarding accounting codes and reimbursement policies can be obtained from Jerchel Anderson, Financial Business Manager, [jerchela@smu.edu](mailto:jerchela@smu.edu) .

## **EVENT CANCELLATIONS**

- If you have already received a room reservation confirmation, and you need to reschedule or cancel an event, please contact Rebekah Bell, [rbell@smu.edu](mailto:rbell@smu.edu) as soon as possible. Be sure to notify other vendors or departments of your cancellation, i.e. the help desk for technology services, SMU Catering, etc.
- When an event must be cancelled or rescheduled, it is essential to notify and inform all attendees and potential attendees and speakers as timely as possible!

## **CONTACT INFORMATION**

### Student Bar Association

Remember, the SBA is here to help your organizations. The strength of the SBA is entirely reliant on the organizations we fund. The SBA officers are always only an email away. Please do not hesitate to contact them.

### SMU Staff

Stephen Yeager, Assistant Dean for Student Affairs [syeager@smu.edu](mailto:syeager@smu.edu).

Rebekah Bell, Assistant Director for Special Events [rbell@smu.edu](mailto:rbell@smu.edu)

Betty Alexander, Coordinator, Dean's Office [bettya@smu.edu](mailto:bettya@smu.edu)