

EVENT CONTACTS and RESOURCES

Required Consultations	
Scheduling dates	1
Events involving the public and/or high-profile speakers	1
Soliciting Sponsors	1
Alcohol Permit	1
Bake Sales	1
Budgets (symposia)	1
Caterers	1
Checks - For deposit via King Hall, or To pay vendors	2
Deposits	2
Design Approval (Tshirts, mugs, etc.)	2
Donations/Gifts receipts	2
Engraving	2
Event Planning, campus guide	3
Express Mailing	3
Flowers/Gifts	3
Food/Catering on campus, Food Tipping	3
Funding Sources - on campus	3
Fundraising on campus	3
Honoraria Checks	4
Hotel accommodations	4
Insurance Certificate	4
Logo, School of Law	4
Mailing - From King Hall, or Bulk	4
MCLE Program	4
Mileage	4
Parking Permits, Parking Reimbursements	4
Performers/Artists	5
Posting flyers	5
Printing	5
Purchase Orders	5
Reimbursements	5
Room reservations - Campus, King Hall, Off-campus	5-6
Services (referees, DJs, bus services, etc.)	6
Speakers - Book Sales, Meals, Travel	6
Stipends	6
Supplies	6
Tables/Chairs	6

UC DAVIS SCHOOL OF LAW EVENT CONTACTS and RESOURCES			
<input checked="" type="checkbox"/>	Item	Contact/Comments	Time Frame
1	Scheduling dates	<p>Law School Events Coordinator Gia Hellwig, 530-754-5335, gkhellwig@ucdavis.edu</p> <p>Consultation is REQUIRED re: Date conflicts with other KH events or Holidays Calendaring the event Invitation letters, Thank-You cards Brochures, Publicity</p>	Book early
2	Events involving the public and/or high-profile speakers	<p>Director of Marketing and Public Relations Pamela Wu, pcwu@ucdavis.edu</p> <p>Consultation is REQUIRED re: Representing King Hall Use of School of Law logo Appropriateness of event (i.e., no gambling fundraisers)</p>	
3	Soliciting Sponsors	<p>Law School Associate Director of Alumni Relations Ginger Welsh, gwelsh@ucdavis.edu</p> <p>Consultation is REQUIRED. CSI (formerly SPAC) permit is not required for soliciting and receiving donations from off-campus organizations/individuals. University fees apply to sponsorship deposits. Also see "Donations."</p>	
	Alcohol Permit	<p>Law School procedure: https://intranet.law.ucdavis.edu/community/students Online application: http://www.cevs.ucdavis.edu/dept_cont/alcohol/index.cfm?page=form Full UCD policy: http://www.cevs.ucdavis.edu/dept_cont/alcohol/</p> <p>Strict policies apply to serving alcohol on campus; permits are required, insurance may also be required. Alcohol may not be served before 5 p.m.</p>	10-14 days
	Bake Sale Permit	<p>Elizabeth Leasure, 754-9531, ealeasure@ucdavis.edu</p> <p>Information: https://intranet.law.ucdavis.edu/community/students</p>	Book early
	Budgets	<p><u>Symposia and large events</u> Please provide copy of symposia budgets to KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Include program and list of speakers. Also see "Funding Sources."</p>	
	Caterers	<p>Approved caterers: http://www.cevs.ucdavis.edu/dept_cont/caterers/ The list is updated regularly. See "Food/Catering."</p>	

<input checked="" type="checkbox"/>	Item	Contact/Comments	Time Frame
	Checks - for deposit via King Hall	<p>King Hall Accounting Elizabeth Leasure, ealeasure@ucdavis.edu</p> <p>All checks for deposit via the Law School should be payable to: "UC Regents." Campus accounting charges fees for stale-dated checks. Drop deposit in KH Accounting mailbox. Also see "Deposits."</p>	5 days
	Checks - to pay vendors	<p>KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu</p> <p>All checks are issued and mailed by campus accounting. Checks cannot be issued for cash. Checks can be issued to pay for invoices, insurance, catering and hotel deposits, etc. Also see "Reimbursements."</p>	3 weeks
	Deposits	<p>Drop deposits in KH Accounting mailbox Elizabeth Leasure, ealeasure@ucdavis.edu</p> <p>Law School procedure: https://intranet.law.ucdavis.edu/community/students (Deposits). <u>On-campus fundraising</u> income (bake sales, Tshirts, etc.) is deposited via KH Accounting. Checks should be payable to "UC Regents." <u>Donations/Gifts</u> are deposited via External Relations, see "Donations."</p>	
	Design Approval (Tshirts, mugs, etc.)	<p><u>Design involving UCD or School of Law logos:</u> Director of Marketing and Public Relations, Pamela Wu pcwu@law.ucdavis.edu</p> <p>1) Law School approval (see procedure link, below). 2) Submit CSI (formerly SPAC) Design Approval form to Elizabeth Leasure (KH accounting mailbox). 3) Include CSI Application to Raise Funds form if applicable.</p>	10-14 days
		<p><u>Design not involving official logos:</u> 1) Submit CSI Design Approval form to Elizabeth Leasure. 2) Include CSI Application to Raise Funds form if applicable.</p> <p>Full procedure: https://intranet.law.ucdavis.edu/community/students CSI Design Approval form: http://spac.ucdavis.edu/forms</p>	10 days
	Donations/Gifts receipts	<p>Office of External Relations, School of Law Faye Veirs, fgveirs@ucdavis.edu</p> <p>Checks should be payable to "UC Regents." Special rules and fees apply to donation deposits. Most Law student groups may not issue receipts for tax purposes (except KHLF); tax receipts are issued by External Relations. Also see "Fundraising."</p>	45 days
	Engraving	<p>Engraving Services, 752-3495 http://materiel.ucdavis.edu/engraving/</p> <p>Engraving Services will bill a Law School account.</p>	

<input checked="" type="checkbox"/>	Item	Contact/Comments	Time Frame
	Event Planning, campus guide	Campus Events & Visitors Service (CEVS) provides a guide to planning events on campus: http://events.ucdavis.edu/events/files/Guide_for_conference.pdf	
	Express Mailing	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Pre-printed FedEx forms are available with the Law School account. FedEx drop-box situated outside, across from KH main entrance.	
	Flowers/Gifts	Law School funds may not be used to purchase flowers or gifts for University employees. If flowers are needed for décor, please contact the Events Coordinator, Gia Hellwig, 530-754-5335, gkhellwig@ucdavis.edu	
	Food/Catering on campus	Approved Vendor list: http://www.cevs.ucdavis.edu/dept_cont/caterers Campus Catering: http://catering.ucdavis.edu . Only UCD-approved vendors may serve or deliver hot/cold food on campus. Exception: pizza, and certain "closed meetings" (see "Food on Campus": https://intranet.law.ucdavis.edu/community/students) All reimbursements/payments require a numbered guest list. Most caterers will accept Purchase Orders. Campus Catering accepts Purchase Orders or credit card payments.	
	Food - Tipping	When using Law School funds, tips for food deliveries by off-campus vendors should not exceed \$2 to \$5. Restaurant tips: 15-20%.	
	Funding Sources - on campus	<u>LSA and/or RRO Committee</u> : LSA emails call for applications. <u>Law symposia</u> : Dean's Office, School of Law. Consult with faculty advisor. Submit proposal, including event name, date, format of event and budget details. <u>Campus</u> : http://spac.ucdavis.edu/programs/cfc/other.cfm This page lists 2-3 options available to graduate student groups.	
	Fundraising on campus - Permits	Elizabeth Leasure, ealeasure@ucdavis.edu Only registered student groups may fundraise on campus. For CSI (formerly SPAC) registration information and Fundraising procedure, see: https://intranet.law.ucdavis.edu/community/students . CSI permit is required for all fundraising on campus. CSI permit is not required for soliciting and receiving donations from off-campus organizations/individuals. CSI fundraising policy: http://spac.ucdavis.edu/programs/cfc/other.cfm CSI Application for Fundraising: http://spac.ucdavis.edu/forms . Checks should be payable to "UC Regents." Also see "Design Approval" and "Bake Sales."	7-10 days

<input checked="" type="checkbox"/>	Item	Contact/Comments	Time Frame
	Honoraria Checks	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Honoraria checks can only be issued to the speaker; checks cannot be issued to their favorite charity, and students should not pay speakers directly. The speaker's social security number will be required.	3 weeks
	Hotel accommodations	Student group's event coordinator, and KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Most local hotels offer discounted rates to UCD speakers. Event coordinators may book the hotel stay; speakers may pay and request reimbursement. Contact KH accounting for further details.	Book early
	Insurance Certificate	Most large off-campus events will require an insurance certificate, available via the venue (sometimes) or through UCD Risk Management (Law School sponsored event only). Certain on-campus events involving alcohol will require special insurance, available via UCD Risk Management. UCD Risk Management Services Dolores Pence, dmpence@ucdavis.edu	1-3 weeks
	Logo, School of Law	Director of Marketing and Public Relations Pamela Wu, pcwu@ucdavis.edu Guidelines for use: http://www.law.ucdavis.edu/faculty/marketing/design-guidelines.html All use of the School of Law logo and wordmark, including letterhead stationery, requires prior approval by the Director of Marketing & Public Relations.	2-3 weeks
	Mailing - bulk	UCD Bulk Mail: 752-6685 Coordinate with Bulk Mail before dropping off mass mailings.	3-5 days
	Mailing - from KH	King Hall reception desk No personal and/or stamped mail per UCD policy.	
	MCLE Program	Office of External Relations, School of Law Faye Veirs, fgveirs@ucdavis.edu; 530-754-5328	
	Mileage	UCD students and employees cannot be paid for mileage driven during the individual's normal route to campus, unless a special trip was required and justified. Drivers must carry Liability insurance.	
	Parking reimbursements	Law School funds cannot be used to reimburse UCD students or employees for campus parking receipts, regardless of the circumstances or purpose involved.	
	Parking Permits	KH Accounting, Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Parking permits are available for guest speakers only; use by staff or students risks a TAPS citation fee. Law School funds cannot be used to pay or reimburse parking citations incurred by speakers, regardless of the circumstances or purpose involved. Maps and directions are also available.	1-7 days if possible

<input checked="" type="checkbox"/>	Item	Contact/Comments	Time Frame
	Performers/Artists	<p>KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu</p> <p>Strict policy applies; performers cannot be paid without prior signed agreement through UCD Business Contracts.</p>	30 days
	Posting flyers	<p>See full policy: http://spac.ucdavis.edu/sos/policies.cfm#16</p> <p>No flyers, etc. may be placed on, attached to, hung from, or propped against walls, ceilings, doors (inside or outside), windows, restrooms, walkways, posts, columns, waste receptacles, or trees. Minimum Campus fee for removal: \$55.</p>	
	Printing	<p>ReproGraphics: http://reprographics.ucdavis.edu/ Regular printing: Hoagland Hall, room 176, 530-752-7078 Larger printing estimates: 752-2679</p> <p>KH pickup and delivery, fast turnaround, forms available online. Repro Graphics will bill the group's Law School account directly and will deliver large jobs to UCD Bulk Mail for mailing. Event publicity should recognize sponsors. Also see "Logo."</p>	
	Purchase Orders	<p>KH Accounting, Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu</p> <p>Individuals must not purchase large items (> \$500) without prior UCD approval, which takes at least 2-3 weeks. Office Max offers highly discounted prices for items purchased under the UCD corporate agreement (online ordering). A Purchase Order can be issued for all items not available via Office Max. PO form: https://intranet.law.ucdavis.edu/community/students. Also see "Supplies."</p>	3-5 days
	Reimbursements	<p>KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu</p> <p>Strict UCD policies apply. All checks are issued by campus accounting. Disbursements not conforming to policy are not guaranteed reimbursement and may be delayed. Individuals must not purchase large items (> \$500) without prior UCD approval (catering excluded) which takes at least 2-3 weeks. Reimbursements require original itemized receipts showing form of payment. Submit requests to KH Accounting mailbox. Reimbursement Request form: https://intranet.law.ucdavis.edu/community/students</p>	3 weeks
	Room reservations - Campus	<p>Information: http://spac.ucdavis.edu/sos/reserving.cfm Room Reservatios via Conference & Event Services (CES): http://cevs.ucdavis.edu/Public/content.cfm?CONTENT=41&show_sub_menu=41. Only the two officers listed on the group's CSI registration form may reserve facilities on campus, in person, at the Memorial Union. Campus will bill the group's Law School account directly, ask KH Accounting for an account number before reserving a venue. Insurance may be required. Also see 1) and 2).</p>	Book early
	Room reservations - King Hall	<p>Law School Intranet: https://intranet.law.ucdavis.edu/community/calendar/ Please also see 1) and 2). A campus cleaning fee may apply.</p>	Book early

<input checked="" type="checkbox"/>	Item	Contact/Comments	Time Frame
	Room reservations - off campus	Most off-campus venues will require a signed agreement for large events. Agreements for UCD-sponsored events are approved and signed by UCD Purchasing; deposits cannot be paid until the agreement is approved, which can take 3-4 weeks.	Book early
	Services (referees, bus rental, DJs, etc.)	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Strict policy applies. All payments for "Services" require prior approval by UCD Purchasing, which can take 3-4 weeks. Tips may not be reimbursable.	3 weeks
	Speaker Book Sales	UCD Bookstore Tel: 752-6846, bookstore@ucdavis.edu. Speaker book sales on campus must be pre-approved by UCD Bookstore.	
	Speaker Meals	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Per person limits for entertainment meals (not for travel): http://travel.ucdavis.edu/entertainment/allowances.cfm Also see "Food/Catering" and "Food/Tipping."	
	Speaker Travel	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Visitor Travel Information (not all items will apply) is available at: https://intranet.law.ucdavis.edu/community/students Guest speakers may use the guest visitor office when available; book via Dean's Office Assistant, administration@law.ucdavis.edu .	
	Stipends	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Requires speaker's social security number; check cannot be payable to the speaker's favorite charity. Consider a small gift or certificate (< \$25) instead of a stipend.	3 weeks
	Supplies	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Strict policy applies. Supplies purchased with Law School handled funds must be ordered from an approved vendor: 1) Office Max or 2) UCD Bookstore. Office Max offers highly discounted prices for items purchased under the UCD corporate agreement (online ordering). Individuals must not purchase large items (> \$500) without prior UCD approval, which takes at least 2-3 weeks.	2-5 days
	Tables/Chairs	Law School folding tables: Dean's Office Assistant, administration@law.ucdavis.edu <u>Tables for bake sales</u> are booked on the Intranet: https://intranet.law.ucdavis.edu/community/calendar/view.aspx <u>Rental tables and chairs</u> are available via UCD Special Services: 752-9309. Reasonable rates.	Book early