

EVENT CONTACTS and RESOURCES

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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 530-754-5335</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 marketing@law.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. 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.</p>	10 days
	Bake Sale Permit	<p>Jamie Puccetti, 752-4123, jlpuccetti@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.</p>	
	Caterers	<p>Approved caterers: http://www.cevs.ucdavis.edu/dept_cont/caterers/ The list is updated regularly. See "Food/Catering."</p>	

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	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.	
	Food/Catering on campus	Procedure: https://intranet.law.ucdavis.edu/community/students 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." All reimbursements/payments require a numbered guest list. Most caterers will accept Purchase Orders. Campus Catering no longer accepts internal billing, only Purchase Orders or credit card payments (7/07).	
	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	Jamie Puccetti, jlpuccetti@ucdavis.edu Only registered student groups may fundraise on campus. For SPAC registration information and Fundraising procedure, see: https://intranet.law.ucdavis.edu/community/students . SPAC permit is required for all fundraising on campus. SPAC permit is not required for soliciting and receiving donations from off-campus organizations/individuals. SPAC fundraising policy: http://spac.ucdavis.edu/programs/cfc/other.cfm SPAC 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
	Honoraria Checks	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Requires speaker's social security number.	3 weeks

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	Hotel accommodations	<p>Student group's event coordinator, and KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu</p> <p>Most local hotels offer discounted rates to UCD speakers. Event coordinators may book the hotel stay; speakers pay and request reimbursement. Contact KH accounting for further details.</p>	Book early
	Insurance Certificate	<p>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.</p> <p>UCD Risk Management Services Dolores Pence, dmpence@ucdavis.edu</p>	1-3 weeks
	Logo, School of Law	<p>Director of Marketing and Public Relations marketing@law.ucdavis.edu</p> <p>Guidelines for use: http://www.law.ucdavis.edu/marketing/designGuidelines.shtml All use of the School of Law logo and wordmark, including letterhead stationery, requires prior approval by the Director of Marketing & Public Relations.</p>	2-3 weeks
	Mailing - bulk	<p>UCD Bulk Mail: 752-6685 Coordinate with Bulk Mail before dropping off mass mailings.</p>	3-5 days
	Mailing - from KH	<p>King Hall room 1013 No personal and/or stamped mail per UCD policy.</p>	
	Mileage	<p>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.</p>	
	Parking reimbursements	<p>Law School funds cannot be used to reimburse UCD students or employees for campus parking receipts, regardless of the circumstances or purpose involved.</p>	
	Parking Permits	<p>KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu</p> <p>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.</p>	1-7 days if possible
	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

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	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/contact.htm Estimates: 752-2679, Hoagland Hall, room 176</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 Reservation Form: Campus Events & Visitors Services: http://www.cevs.ucdavis.edu/dept/</p> <p>Only the two officers listed on the group's SPAC registration form may reserve facilities on campus, in person, at the Memorial Union. Campus will bill the group's Law School account directly. Insurance may be required. Please 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).</p>	Book early
	Room reservations - off campus	<p>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.</p>	Book early

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	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. Tips may not be reimbursable, please consult.	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: http://accounting.ucdavis.edu/Entertain/allowance.cfm Also see "Food/Catering" and "Food Tips."	
	Speaker Travel	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Visitor Travel Information (not all items may apply) is available at: https://intranet.law.ucdavis.edu/community/students Guest speakers may use the guest visitor office when available; reserve with Dean's Office Assistant, administration@law.ucdavis.edu.	
	Stipends	KH Accounting Madeleine Fischer, 752-7222, mmfischer@ucdavis.edu Requires speaker's social security number. Consider a small gift or certificate (< \$30) 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/students (Calendar) <u>Rental tables and chairs</u> are available via UCD Special Services: 752-9309. Reasonable rates.	Book early