

New York University School of Law
Office of Hospitality and Food Services

EVENTS 101

Informational Guide for Planning Memorable Events



2015-2016

"It begins with an idea and then it becomes something special."

~ Pablo Picasso



OFFICE OF HOSPITALITY & FOOD SERVICES

Dear Colleagues,

Welcome to the world of event planning! Events help build a sense of belonging and a community full of pride. The Office of Hospitality and Food Services exists to serve the Law School through the event planning process.

We have created a user-friendly, one-stop process to facilitate a successful event. Our Events 101 Guide is designed to provide you with the necessary information and resources about planning and producing your event.

Our dedicated and professional management team is your resource on all aspects of event production. We recommend you contact the Office of Hospitality and Food Services early on in the event planning process to better execute your vision. We are happy to provide guidance and answers to your questions.

We strive to deliver outstanding customer service to ensure your events success.

Sincerely yours,

OFFICE OF HOSPITALITY AND FOOD SERVICES

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MISSION STATEMENT

The Office of Hospitality and Food Services will provide a knowledgeable, customer-focused management team, committed to leading you through the event process while helping create memorable events.



TEAM CONTACT SHEET

Office Fax Number: (212) 995-4709

Office Website: <http://www.law.nyu.edu/hospitality/index.htm>

Bruce White - *Director*

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elizabeth.thomas@nyu.edu

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(212) 998-6748

fillmore@exchange.law.nyu.edu

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(212) 998-6117

haasj@exchange.law.nyu.edu

Jim Britt - *Audio Visual*

(212) 992-8634

brittj@exchange.law.nyu.edu

Maria Micale - *Events Manager*

(212) 998-6116

maria.micale@nyu.edu

Michael Garelick - *Executive Chef*

(212) 998-6499

garelickm@exchange.law.nyu.edu

Raffaella Ianniciello - *Head Steward*

(212) 992-8917

Iannicie@juris.law.nyu.edu

Lenny DiMauro - *Sous Chef*

(212) 998-6289

leonard.dimauro@nyu.edu

Ken Panebianco - *CulinArt, Inc.*

(212) 992-7378

Panebiancok@exchange.law.nyu.edu

EVENT TIMELINE

<i>Who</i>	<i>What</i>	<i>When</i>	
LOGISTICS			
FL/HF	Book/confirm your room reservation using the EMS system	ASAP	
FL	Add event info to program calendar	ASAP	
FINANCE			
FL	Determine the budget for annual events for the next fiscal year (work out details with Finance during budget process)	January-February	
FL	Reach out with any questions about how to determine appropriate Chartfields (to be done in conjunction with book/confirming reservations)	ASAP	
FL	Determine the budget for grant-funded events not already included in your department's budget and submit it to the Finance Office (For events not approved in the budget Process)	ASAP	
COMMUNICATIONS			
FL	Complete 'Publications Work Order' for all printed invites, mailing envelopes, RSVP cards, posters/signage, etc.	10 weeks out	
FL	Draft invitations - to be sent in with print order	10 weeks out	
FL	Draft invite list and begin to collect invite mailing addresses and/or emails	9 weeks out	
FL	Review proofs - sign and return to Communications (have at least 3 people proof read all documents for typos)	8-9 weeks out	
FL	Finalize invitation list and address collection and save to disk for Communications	8 weeks out	
FL	Forward address disk and 'signoff' on all final proofs to Communications	8 weeks out	
FL	Invites to drop in mail / email	6 weeks out	
FL	Book photographer - always digital	4 weeks out	
FL	Confirm photographer's schedule	1 week out	
FL	After event, order re-prints of event photos	1 week after	
PRESS & PR			
FL	Determine if any outside press or publicity will be necessary for this event	9 weeks out	
FL	Research and contact potential press outlets to discuss advertising options	9 weeks out	
FL	Contact NYU Press Office to see if a press release should be created	8 weeks out	
INVITATION LISTS & RSVPs			
FL	Create website, draft invite list, and confirm invite process (paper/email, RSVPs)	10 weeks out	
FL	Create guest list for separate dinner, or VIP-only events, if necessary	10 weeks out	
FL	Collect mailing and email address for invitees	10 weeks out	
FL	ID NYU centers/programs/departments to be invited - secure address/contact info	9 weeks out	
FL	Compile all invite list addresses & save to disk for mailing (work w/ Communications)	8 weeks out	
FL	Draft/approve email invite	6 weeks out	
FL	Create access report to track all RSVPs	6 weeks out	
FL	Assign staff to process RSVPs and confirmations - phone, email, fax, etc.	5 weeks out	
FL	Send email invite with PDF attachments, if necessary	5 weeks out	
FL	Send event reminder email prior to event date and also day of event if necessary	1 week - 2 days	
TRAVEL/LODGING, SOCIAL ACTIVITIES, & RESTAURANTS			
FL	Contact guest to determine if travel arrangements need to be set by NYU	ASAP	
FL	Work with attendees to secure flight/train tickets	ASAP	
FL	Research hotel options - clear choices with guests/speakers	ASAP	
FL	Contact hotel to book reservation - confirm total cost (NYU/guest covering costs)	ASAP	
FL	Review and sign hotel contract if necessary	8 weeks out	

FL	Provide guest/speaker with lodging information when available	ASAP	
FL	Research and put together NYC tourism/activities list, if necessary	6 weeks out	
FL	Check and send room list to hotel - if necessary	6 weeks out	
FL	Update area restaurant list, if necessary	4 weeks out	
FL	Confirm all reservations with hotel prior to arrival date	1 week out	
<i>ADD-ONS</i>			
FL	Set up car service arrangements for off-campus	5 days out	
FL	Confirm car service details	3 days out	
FL	Send all car service details to guests, admin, etc.	3 days out	
FL	Confirm car service arrangements	day before	
<i>CATERING, A/V, IT, SECURITY, FACILITIES, ETC.</i>			
HF/FL	Confirm room reservations, setup time, event start/end time, etc.	4 weeks out	
HF/FL	Meet with HF team to review catering and room setup, if necessary	3 weeks out	
HF/FL	Follow up with A/V & IT to review event flow, IT & A/V requests, room setup, etc.	2 weeks out	
HF/FL	Create room diagram outlines for building office, if necessary	1.5 weeks	
HF/FL	Review 'Event Sheet' from HF team	1 week out	
HF/FL	Send updated catering memo - if there are any changes	1 week out	
FL	Send final guarantees to HF team	3 days out	
<i>BRIEFINGS/DEBRIEFINGS</i>			
FL	Draft staff briefing (& Dean's briefing if needed)- include finalized staffing plan info, etc.	3 weeks out	
FL	Draft speaker briefing including travel/lodging details, important NYU info, event date/time/place, important contact info, etc.	3 weeks out	
FL	Set date/time/location of staff briefing - email to all staff	2 weeks out	
FL	Hold event staff briefing - distribute final version of staff briefing & RSVP lists	1 week out	
FL	Send email to all staff to determine who can work event	3-4 weeks out	
FL	Draft staffing plan - review with event managers	3 weeks out	
FL	Confirm staffing plan and email to all staff - include briefing meeting info	1.5 weeks out	
FL	Compile housekeeping announcements	2 days out	
FL	Follow up with thank you letter, gifts and/or photos	after event	
FL	Complete event debriefing sheets - include attendee lists, budget info, etc.	after event	
FL	Collect/pay any outstanding event bills/reimbursements	after event	
<i>ADMINISTRATIVE</i>			
FL	Order supplies from Staples	4 weeks out	
FL	Print nametags for staff, guests & speakers	1 week before	
FL	Create speaker table tents, if necessary	week of event	
FL	Create walk-in sheets for day of event registration	week of event	
FL	Book car service for any VIPs - if necessary	week of event	
FL	Organize supplies for day of event needs	day before	
FL	Follow up with thank you letters/gifts and/or event photos	after event	
<i>GIFTS & PURCHASES/SPECIAL AWARDS</i>			
FL	Purchase for speaker/guests	1 week out	
FL	Wrap gifts	day before	
FL	Create and deliver welcome basket, if necessary	day of arrival	
<i>DAY-OF EVENT TASKS</i>			
HF/FL	Check on catering, deliveries, room set ups, etc.		
FL	Check on car service pick-ups (before and after events)		
FL	Place events signs in proper locations		
HF/FL	Walk-thru all event spaces - check set up, A/V, catering, etc.		
FL	Brief photographer on desired pictures		
FL	Have on hand extra staff briefings and RSVP lists		
HF/FL	Dry run on any technical equipment - brief tech on event flow, speaker list, etc.		

*FL = Faculty Liaison, HF= Hospitality and Food Service Team



EVENT MANAGEMENT SYSTEM

In our ongoing efforts to simplify and streamline the process of booking space, we have developed a system that requires one simple form for your calendaring and space-booking needs. In order to reserve space at the Law School please follow the steps outlined below:

Step 1: Log in to the Event Management System (EMS) <https://its.law.nyu.edu/ems/>

- If you have not registered, you should follow the **Registration** link in the login.

Step 2: Click the “Create New Event” link on the left hand side.

Step 3: Fill out the fields under the “General” tab. Then click “Save and Continue”

Step 4: Fill out the **date, time, and location** requirements.

- After the date and time are entered, select if the event will be at NYU or off site. If at NYU, a drop down list will appear with the **only** rooms that are available at the specified date and time
- Choose the appropriate payment method
- If you would like your event to show on the University wide calendar, select “Show Event on Web Calendar”

*At this point, if you choose NOT to show your event on the calendar, you may review your event, submit it for approval, and then continue to Step 7. If you DO choose to show it on the calendar, continue on to Step 5.

Step 5: Fill out any additional information regarding **sponsorship** information.

- Sponsor, Topic, VIP Attendance, Etc. Then click “Save and Continue”

Step 6: You will be given a preview of how your event will be **published** on the web calendar.

- If all information appears correct click “**Submit.**” Your request will be submitted to OHFS.

Step 7: Your request will show as “pending” until OHFS reviews your request. If your space is approved, you will receive an email confirmation with further instructions.

- If your space request is denied, being the process again or contact OHFS.
- If your space remains in Pending for over a week, contact OHFS directly.

*You may always login to the system and click “My Events” on the left hand side to manage your events.



Venue Information

FURMAN HALL - 245 SULLIVAN STREET

Classrooms and Seminar Rooms

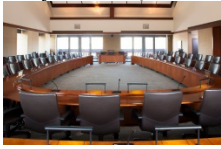

Room	Capacity	Panelists	2015 Prices	Client Type
Classroom 210 <i>fits (1) 6ft or 8ft table</i>	50	0	\$465	University
			\$620	External
Classroom 212	60	4	\$545	University
			\$725	External
Classroom 214	79	6	\$640	University
			\$855	External
Classroom 216	146	4	\$795	University
			\$1,060	External
Classroom 326 <i>fits (2) 6ft or 8ft tables, (1) 6ft next to panel</i>	34	1	\$465	University
			\$620	External
Classroom 334 <i>fits (2) 6ft tables in L-shape</i>	34	1	\$465	University
			\$620	External
Seminar Room 110 <i>fits (1) 8ft table if you remove (6) chairs</i>	25	0	\$465	University
			\$620	External
Seminar Room 118 <i>fits (1) 8ft table if you remove (6) chairs</i>	20	0	\$410	University
			\$545	External
Seminar Room 120 <i>fits (1) 8ft table if you remove (6) chairs</i>	35	0	\$465	University
			\$620	External
Seminar Room 310 <i>fits (2) 6ft tables</i>	25	0	\$410	University
			\$545	External
Seminar Room 316 <i>fits (2) 6ft tables</i>	25	0	\$410	University
			\$545	External
Seminar Room 318 <i>fits (2) 6ft or 8ft tables</i>	25	0	\$410	University
			\$545	External
Seminar Room 324 <i>fits (1) 6ft or 8ft table</i>	25	0	\$410	University
			\$545	External
Seminar Room 330 <i>fits (1) 6ft or 8ft table</i>	20	0	\$410	University
			\$545	External

Additional Rooms:

FH 328 & 332 - Clinics: contact **Leomaris Sanchez ext. 86477**

FH 312, 320, 322, 336 - SBA: contact **Student Affairs ext. 86000**

Event Spaces

Room	Set-up	Capacity	Panelists	2015 Prices	Client Type
Lester Pollack Colloquium Room	Conference Style 	72	4	\$1,005	University
				\$1,345	External
FH910	Conference Style 	20	0	\$545	University
				\$725	External
Sexton Student Forum (For law school use only)		Theatre Style*		80	
		Reception Style*		100	

VANDERBILT HALL - 40 WASHINGTON SQUARE SOUTH

Classrooms and Seminar Rooms

Room	Capacity	Panelists	2015 Prices	Client Type
Classroom 204 Cannot add tables in front – can place (2) 6ft or 8ft tables in L-shape in back for food	124	5	\$485	University
			\$645	External
Classroom 206 Cannot add tables in front – can place (1) 6ft or 8ft table in back for food	112	4	\$465	University
			\$620	External
Classroom 210 Cannot add tables in front – can place (1) 6ft or 8ft table in back for food	148	5	\$545	University
			\$725	External
Classroom 214 Cannot add tables in front – can place (1) 6ft or 8ft table in back for food	104	5	\$410	University
			\$545	External
Classroom 216 Cannot add tables in front – can place (2) 6ft or 8ft table in L-shape in back for food	70	5	\$410	University
			\$545	External
Classroom 218 Cannot add tables in front – can place (1) 6ft or 8ft table in back for food AND (2) 8ft tables in L-shape in front corner	112	5	\$465	University
			\$620	External
Classroom 220 Cannot add tables in front – can place (1) 6ft or 8ft table in back for food AND (2) 8ft tables in L-shape in front corner	124	5	\$485	University
			\$645	External
Seminar Room 201 Can fit (1) 8ft table for food – if more are needed, some chairs must be removed	24 (10 main, 14 perimeter)	0	\$330	University
			\$440	External
Seminar Room 202 Can fit (1) 8ft table for food – if more are needed, some chairs must be removed	47 (25 main, 22 perimeter)	0	\$330	University
			\$440	External
Seminar Room 208 Can fit (2) 6ft or 8ft tables in back	45 (25 main, 22 perimeter)	0	\$330	University
			\$440	External

Additional Rooms:

To reserve the rooms below please contact Sharon Town, ext. 86181, sharon.town@nyu.edu


VH 313 Cannot fit table inside room, credenza in room



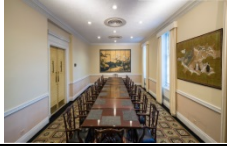
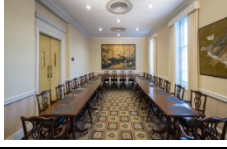

VH 410 Credenza in room



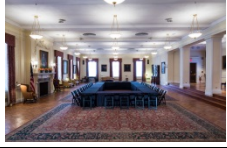
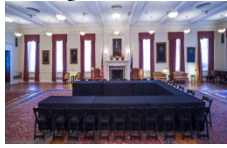
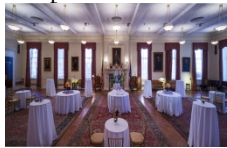
VH 413 Need to remove furniture to fit table for (20) people


VH 428 (12) chairs around conference table (small credenza in room)

Event Spaces

Room	Set-up	Capacity	2015 Prices	Client Type
Tishman Auditorium	<i>Auditorium Style</i> 	450	\$855	University
			\$1,140	External

Room	Set-up	Capacity	2015 Prices	Client Type
Snow Dining Room	<i>Theatre Style</i> 	50	\$545	University
			\$725	External
	<i>Rounds</i> 	60		
	<i>Conference Style</i> 	24		
	<i>Hollow Square*</i>	28		
	<i>U Shape</i> 	26		
	<i>Reception</i> 	50		

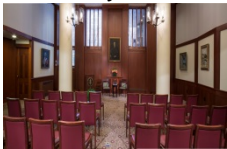

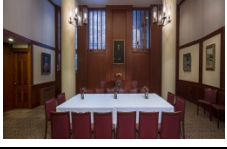
Room	Set-up	Capacity	2015 Prices	Client Type
Greenberg Lounge	<i>Theatre Style</i> 	300 facing North 174 facing fireplace	\$855	University
			\$1,140	External
	<i>Rounds</i> 	200		
	<i>Conference Style*</i> <i>Hollow Square</i> 	68		
	<i>U Shape</i> 	60		
	<i>Reception</i> 	330		

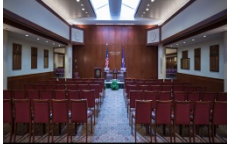
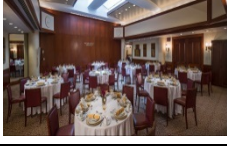

Room	Set-up	Capacity
Faculty Library <i>(Law School Faculty Events only)</i>	<i>Theatre Style</i> 	65
	<i>Conference Style*</i>	26
	<i>Reception*</i>	100


Room	Set-up	Capacity
Golding Lounge <i>(Law School use only)</i>	<i>Theatre*</i>	40
	<i>Reception*</i>	150

D' Agostino Hall - 110 West 3rd Street

Event Spaces

Room	Set-up	Capacity	2015 Prices	Client Type
Faculty Club	<i>Theatre Style</i> 	50	\$580	University
			\$775	External
	<i>Rounds</i> 	50		
	<i>Conference Style</i> 	28		
	<i>Hollow Square*</i>	24		
	<i>U Shape*</i>	20		
	<i>Reception*</i>	60		

Room	Set-up	Capacity	2015 Prices	Client Type
Lipton Hall	<i>Theatre Style</i> 	172	\$775	University
			\$1,035	External
	<i>Rounds</i> 	130		
	<i>Hollow Square</i> 	42		

	<i>U Shape</i> 	42		
	<i>Reception</i> 	172		

**Picture not available*



EVENT INFORMATION FORM

To ensure that all event needs are met, the following form must be filled out in its entirety at least two weeks prior to the event.

EVENT/CONTACT INFORMATION

EVENT NAME:

EVENT TYPE:

DATE OF EVENT:

START TIME:

END TIME:

LOCATION:

NUMBER OF ATTENDEES:

ACCOUNT #:

CONTACT INFORMATION

Name:

Organization:

Street Address:

City, State, Zip Code:

Phone #:

Fax #:

Email Address:

CATERING REQUIREMENTS

Online menus: <http://www.law.nyu.edu/hospitality/menus/index.htm>

(Please list times and food for the following if applicable)

BREAKFAST:

AM BREAK:

LUNCH:

PM BREAK:

RECEPTION:

DINNER:

AESTHETIC DETAILS

COAT ROOM: (Yes or No)

FLOWERS: (Yes or No)

**If yes, please tell us how many and what kind*

GUARDS: (Yes or No)

**Required for Lipton Hall and Faculty Club*

ROOM SETUP:

**Please specify table/chair/etc. arrangement for your event*

ATRIUM/REGISTRATION SET UP:

**Please specify table/chair/etc. arrangement for the atrium area*

AUDIO VISUAL:

**Please list and email AV needs to Jim Britt at brittj@exchange.law.nyu.edu*

SPECIAL NEEDS (Wheelchair Accessibility, etc.):



AUDIO VISUAL INFORMATION

**For all questions or concerns, please contact*

Jim Britt at BrittJ@exchange.law.nyu.edu

**For pricing inquiries, please visit our website:*

<http://law.nyu.edu/hospitality/audiovisualservices/index.htm>

Below are our event spaces with the capabilities each venue can support:

TISHMAN AUDITORIUM

- Rear and front screen projection
- Wireless access for laptop computers
- Live video feed available to Greenberg
- Up to six hand-held or table microphones at one time
- Recording formats: DVD, Real Media, MP3, MP4 HD for web content

GREENBERG LOUNGE

- Up to six hand-held or table microphones at one time
- Delegate microphone system for panels
- Rear and front screen projection
- Two 52 inch plasma displays
- Wireless access for laptop computers
- Live video feed available to Tishman
- Recording formats: DVD, Real Media, MP3, MP4 HD for web content

LIPTON HALL

- Up to six hand-held microphones or table microphones at one time
- Delegate microphone system for panels
- Front screen projection only
- Live video feed available to Faculty Club
- Recording formats: DVD, Real Media, MP3, MP4 HD for web content

LESTER POLLOCK COLLOQUIUM

- Up to two hand-held microphones
- Integrated Delegate microphone system
- Front screen projection only
- Recording formats: DVD, Real Media, MP3, MP4 HD for web content

OTHER EVENT SPACES

Faculty Club, Faculty Library, Wachtell Lounge, Golding Lounge, Sexton Forum, Snow Dining Room, FH910

- Portable Audio/Visual systems are available on a limited basis
- Up to four hand-held or table microphones
- Front screen projection only – portable projectors

TELECONFERENCING

- Polycom videoconferences are only available in VH 428 (we are IP only)
- Any room with a computer can be setup for a Skype conference
- Polycom conference phones can be setup in rooms with analog phone jacks only
- In rooms with digital phone jacks, the room's speaker phone must be used

VANDERBILT HALL SEMINAR ROOMS

- Crestron control of all AV functions
- Computer projection with audio
- DVD playback
- Audio only recording
- File playback is limited to: RM, WMV, MOV

VANDERBILT HALL LECTURE ROOMS

- Crestron control of all AV functions
- Computer projection with audio
- DVD playback (No VHS playback)
- File playback is limited to: RM, WMV, MOV
- Audio only recording (MP3 or RM format)
- Up to 4 table microphones for panels and special events
- For HD playback, VH 204 only

FURMAN HALL SEMINAR ROOMS

- Crestron control of all AV functions
- Computer projection with audio
- DVD playback
- File playback is limited to: RM, WMV, MOV
- Audio only recording

FURMAN HALL LECTURE ROOMS

- Crestron control of all AV functions
- Computer projection with audio
- DVD playback (No VHS playback)
- File playback is limited to: RM, WMV, MOV
- Audio recording (MP3 or RM format)
- Video Recording on DVD or Real Media file
- Up to 2 table microphones for panels and special events

GLOSSARY OF TERMS TO USE WHEN PLACING A/V ORDERS

One microphone on a podium	= podium mic
Microphone on a floor stand	= Q&A mic
Panel mics	= panel mic
PowerPoint/slides	= PowerPoint set-up
PowerPoint/slides with audio	= PowerPoint with audio
DVD Playback	= DVD playback
Polycom Recordings	= Polycom
Audio Recording	= Audio Recording
Video Recording	= Video Recording
Livestream	= Live stream
Webstream	= Web stream



PROTECTION SERVICES

The Law School requires a guard at certain events and venues. Please read below for the most frequent occasions:

LIPTON HALL/FACULTY CLUB

- A guard is required for use of the 108 West 3rd entrance
- If you have any guests that are not part of the Law School attend your events you are required to use the 108 West 3rd Entrance
- The fees are \$48.00 per hour with a 5 hour minimum

LARGE CROWDS

- If you have a large number of outside guests attending your event you may be required to have an extra guard to assist in checking ID's

VIP OR HIGH-PROFILE GUESTS

- If you have a guest that is VIP, high-profile, or what can be considered a “controversial subject,” you may need an additional guard
- If this guests travels with his or her own security team you will need to contact David Critides at (212) 992-7324 (dc13@nyu.edu) or Cindy Krumholtz at (212) 998-9829

Other Safety Guidelines:

MULTI-DAY CONFERENCES

- If you host a multi-day event or conference with guests entering and leaving Law School buildings, we suggest you provide all parties with NYU badges. These can be shown in place of an ID and help facilitate security protocol.



*For more detailed information, follow this link: <http://www.nyu.edu/public.safety/>



ADDITIONAL EVENT CHARGES

CATERING MENUS

- ALL events with catering needs are required to order food for 75% of attendees and beverages for 100% of attendees.
- A 45% upcharge will be added to any increases in food and beverages given less than 72 hours in advance.
- For a complete list of catering menus please visit our website: <http://www.law.nyu.edu/hospitality/menus/index.htm>

LINENS

- All events that require tablecloths the will be charged \$7.00 per tablecloth.

WAITERS

- With the exception of the Pick-Up Program, ALL events that have food and/or beverages require waitstaff service.
- The number of waiters required depends on the number of attendees, the type of catering, certain upgrades (ie: the use of china, fine linens, etc), and the type of event.
- The cost is \$28/hour with a minimum of 5 hours. Total waiter hours charged equals the hours of your event plus 3 additional hours for setup and cleanup.

CBS OVERTIME CHARGES

- Charges apply to ALL of the Law School's large venues.
- Charges apply for all weekend events and any event Monday-Friday after 4PM or before 9AM in our large venues.
- Charges may apply if your event is labor intensive and/or has at least 100 attendees.
- The fee is \$65/hour with a 5 hour minimum.

WEEKEND CHEF MANAGERIAL FEE

- ALL weekend events requiring food have a \$275 Weekend Chef Managerial Fee.

COATCHECK

- Coatcheck is available at no cost during school hours for the fall and spring semesters and applies to events in Furman Hall and Vanderbilt Hall classrooms.
- If you request coat check after 4pm during the weekday, over the weekend, or in any of our large venues, the cost is \$28/hour with a minimum of 5 hours.

ELEVATOR ATTENDANT

- Large events in the Faculty Library and Snow Dining Room require an elevator attendant.
- \$28/hour with 5 hour minimum

FLOWERS

- As of September 1, 2015, small floral arrangements cost \$50; medium arrangements cost between \$75-85; and large arrangement between \$95-150
- Prices are subject to change and will include delivery cost
- The Office of Hospitality and Food Services has examples of floral arrangements. Feel free to inquire via phone or stop by in person!



THE PICK-UP PROGRAM

- The Pick-Up Program eliminates the expense of wait staff at events with fewer than 25 attendees. It is a convenient mechanism by which departments can self-operate their smaller events.
- The Pick-Up Program menu contains exclusively *cold food items* like continental breakfasts, boxed lunches, coffee, cold beverages, and snacks. Each order includes plastic utensils, paper plates, paper napkins, and cups. Upon request we are also able to provide linen tablecloths (\$8.00 each) or paper tablecloths (\$2.50 each).
- You must place your order *at least* 24 hours before your event. You are only able to choose items off the Pick-Up Program menu.
- All Pick-Up Program requests require your chartfield number, in its entirety, so that we can process your order quickly.
- You can choose from the following locations/times to pick up your order:

Furman Hall:

Wachtell, Rosen, Lipton & Katz Student Café
Monday through Friday: 8:00am - 2:30pm

Vanderbilt Hall:

Golding Lounge
Monday through Thursday: 8:00am - 5:00pm
Friday: 8:00am - 2:30pm

- Any changes or cancellations to your order must be received via email to Ken Panebianco at panebiancok@exchange.law.nyu.edu. Additional fees may be added to your bill at this time.



COMMUNICATIONS

The Office of Communications would like to assist you in spreading the word on events that you work so hard to produce.

- If your event requires a printed and mailed invitation, please notify the Office of Communications as soon as you book space through a Publications Work Order, which can be found at <http://www.law.nyu.edu/depts/communications/>. 13 weeks advance notice is required to process such requests.
- To allow enough time for your invitations to be mailed, received and responded, they need:
 - 3 weeks to design
 - 2 weeks to print
 - 6 to 8 weeks to mail/receive RSVPs
- If an electronic “e-vite” would be suitable, 11 weeks advance notice is required. They will need:
 - 3 weeks to design
 - 6 to 8 weeks to receive RSVPs
- For signs and flyers, use the templates available at:
<http://www.law.nyu.edu/communications/flyers/index.htm>
- The Law School’s web calendar is the best way to give advance notice of your event to the Law School community. Submit your events at <https://its.law.nyu.edu/ems/> or click on ‘Create New Event’ while viewing the calendar. Posting instructions are available on the site. Student-posted events will not show on the calendar immediately as they pass through a brief approval process. Non-Law School individuals and organizations may submit events, but they must first register on the site. These listings will also be held briefly for approval before being added to the calendar.
- If you are booking a photographer, please let them know because they may want to coordinate efforts, since they publish photographs of events throughout the year in various Law School publications (website, magazine, brochures, pamphlets, etc.).
 - NYU’s Photo Bureau:
For Law School Events: To order a photographer, please use this form:
<http://pbfmp.unvrel.nyu.edu/serviceslaw/>
For University Events: To order a photographer, please use this form:
<http://www.nyu.edu/photobureau/>
After booking photography please contact the NYU Law’s Communications office to notify them of the photo details. Communications contact info:
<http://www.law.nyu.edu/depts/communications/>
- All of this information can be found at the Office of Communications website:
<http://www.law.nyu.edu/depts/communications/>



PRESS AND PHOTO INFORMATION

NYU'S PRESS OFFICE:

- If press releases are appropriate, contact Michael Orey at michael.orey@nyu.edu or (914) 330-5555 or Michelle Tsai at michelle.tsai@nyu.edu or (212) 998-6849 in the Public Affairs Office.

NYU'S PHOTO BUREAU:

- University: To order a photographer please link to: <http://www.nyu.edu/photobureau/>
- Law School: To order a photographer please link to: <http://pbfmp.unvrel.nyu.edu/serviceslaw/>
- After booking photography please contact the Law School's Communications office and notify them of the photo details. Communications contact info: <http://www.law.nyu.edu/depts/communications/>

"PLAN PUBLICITY" INFORMATION PAGE:

- This link provides guidelines to help you market your event: <http://www.law.nyu.edu/specialevents/planning/planpublicity/index.htm>

Office of Hospitality and Food Services
New York University School of Law
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New York, NY, 10012