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EVENTS 101

Office of Hospitality and Food Services

INFORMATION TO ASSIST YOU WITH YOUR EVENT PLANNING

2014 - 2015



HOSPITALITY & FOOD SERVICES



Dear Colleague, 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 community 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, professional Management Team is your resource on all aspects of your event production. We recommend that for all of your events that you contact the Office of Hospitality and Food Services early to help achieve you event needs. We will be happy to provide guidance and answer your questions.

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

Sincerely yours,

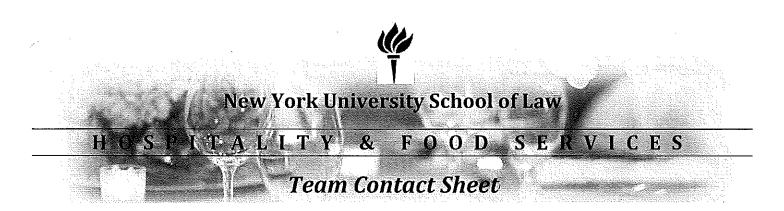
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Mission Statement

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.



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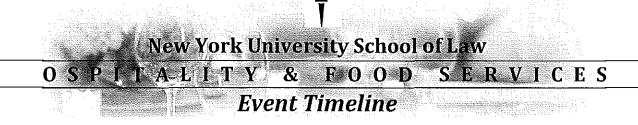
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((/

FL = Faculty Liaison, OT = OCSE Team

Who	What	
	LOGISTICS	
FUOT	Book/confirm room reservation with the EMS system	ASAP
FL	Add event info to program calendar	<u> A</u> SAP <u> </u>
	COMMUN/CAT/ONS	
FL	Complete 'Publications Work Order' for all printed invites, mailing envelopes, RSVP cards, oosters/sianaae, etc.	10 weeks out
FL	Draft invitations - to be sent inwith 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 tvnos)	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
/	Confirm photographer's schedule	1 week out
•	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

	INVITE LISTS/RSVPs	
FL	Create website, draft invite list and confirm invite process (paper/email, RSVPs)	10weeks out
FL	Create guest list for separate dinner, or VIP-only events, if necessary	10 weeks out
FL	Begin collecting 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

	TRAVEULODGING, SOCIAL ACTIVITIES, & RESTAURANTS		
FL	Contact guest to determine if travel arrangements need to be set by NYU	ASAP	
FL	Work with attendees to secure flighVtrain tickets	ASAP	
FL	Research hotel options - clear choices with guests/speakers	ASAP	
'	Contact hotel to book reservation - confirm total cost (NYU/guest covering costs)	ASAP	
t-L	Review and sign hotel contract if necessary	8 weeks out	
FL	Insert guest room info. into rooming lisVsend confirmation to guesVspeaker	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	
	ADD-ON EVENTS	•	
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	
	CATERING, AN, IT, SECURITY, BUILDING, ETC,		
OT/FL	Confirm room reservations, setup time, event start/end time, etc.	4 weeks out	
OT/FL	Meet with OCSE to review catering and room setup, if necessary	3 weeks out	
OT/FL	Follow up with NV & IT to review event flow, IT & NV requests, room setup, etc.	2 weeks out	
DT/FL	Create room diagram outlines for building office, if necessary	1.5weeks	
DT/FL	Review 'Event Sheet' from OCSE	1 week out	
OT/FL	Send updated catering memo - if there are any changes	1 week out	
۶L	Send final guarantees to OCSE	3 days out	
I	BRIEFINGS/DEBRIEFINGS		
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/olace, imoortant contact info, etc.	3 weeks out	
L	Set date/time/location of staff briefing - email to all staff	2 weeks out	
Ľ	Hold event staff briefing - distribute final version of staff briefing & RSVP lists	1 week out	
L	Send email to all staff to determine who can work event	3-4 weeks out .	
۶L	Draft staffing plan - review with event managers	3 weeks out	
۶L	Confirm staffing plan and email to all staff - include briefing meeting info	1.5 weeks out	
	Compile housekeeping announcements	2 days out	
-L	Follow-up with thank you letter, gifts and/or photos	after event	
- -	Complete event debriefing sheets - include attendee lists, budget info, etc.	after event	
- -L	CollecUpay any outstanding event bills/reimbursements	after event	
÷ .	ADMINISTRATIVE		
۶L	Order supplies from Staples	4 weeks out	
۶L	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/g'1fts and/or event photos	after event	
-,	GIFTS & PURCHASES/ SPECIAL AWARDS	1 unall and	
FL FL	Purchase for speaker/guests	1 week out day before	
FL FL	Wrap gifts Create and deliver welcome basket, if necessary	day of arrival	
L	Create and deliver welcome basicel, il necessary	uay of diffind	
	DAY OF EVENT TASKS		
OT/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		
'FL	Walk-thru all event spaces - check set-up, NV, catering, etc.		
rL	Brief photographer on desired pictures		
- <u></u> -L	Have on hand extra staff briefings and RSVP lists		



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 into the Event Management System (EMS) https://its.law.nyu.edu/emsl

• 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"

<u>Step 4</u>: 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 <u>only</u> 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.

<u>Step 5</u>: 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.

<u>Step 7</u>: Your request will show as "pending" until OHFS reviews your request. If you 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 you 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.

If you have any further questions, please contact the Office of Hospitality and Food Services.



Furm;m Hall 245 Sullivan Street

Classrooms and Seminar Rooms

Room	Caoacitv .	Panelists	2014 Prices	Client Tvne
Classroom 210	50	0	\$450	University
*fits (1) 6ft or 8ft table			\$600	External
Classroom 212	60	4	\$525	University
			\$700	External
Classroom 214	79	6	\$618.75	University
			\$825	External
Classroom 216	146	4	\$768.75	University
			\$1,025	External
Classroom 326	34	1	\$450	Universitv
'fits (2) 6ft or 8ft tables, (1) 6ft next to panel			\$600	External
Classroom 334	34	1	\$450	University
*fits (2) 6ft tables in L-shape			\$600	External
Seminar Room 110	25	0	\$450 .	University
'fits (1) 8ft table if you remove (6) chairs			\$600	External
Seminar Room 118	20	0	\$393.75	University
'fits (1) Bft table if you remove (6) chairs			\$525	External
Seminar Room 120	35	0	\$450	University
'fits (1) 8fttable if you remove (6) chairs			\$600	External
Seminar Room 310	25	0	\$393.75	University
'fits (2) 6ft tables			\$525	External
Seminar Room 316	25	0	\$393.75	Universitv
'fits (2) 6ft tables			\$525	External
Seminar Room 318	25	0	\$393.75	University
'fits (2) 6ft or 8ft tables			\$525	External
Seminar Room 324	25	0	\$393.75	University
'fits (1) 6ft or 8ft table			\$525	External
Seminar Room 330	20	0	\$393.75	Universitv
'fits (1) 6ft or 8ft table			\$525	External

NOTES-Otherrooms:

*FH328'& 332 - Clinics: contact Leomaris Sanchez ext. 86477

*FH312, 320, 322, 336-SBA: contact student services

Laraer Venues- or these rooms o. ease call Ort/Ce of Hosp/la/ltV and Food Serv1ces

[· Room	Set-Up	Capacitv	2014 Prices	Client Tvne
ĺ	Lester Pollack	Conference - 38 outer, 34 inner	72	\$975	Universitv
	Colloquium Room			\$1,300	External
	1				
t(Support Room 910	Conference	20	\$525	Universit
				\$700	External
	Sexton Student	Theater	80	\$	Universit
	Forum	Rece lion	100	\$	External

D'Agostino Hall 110 West Third Street Larger Ve

Larger	venues	
	Room	

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Room	Set-Up	Capacitv	2014 Prices	Client Tvpe
Faculty Club	Conference	30	\$562.50	Universitv
	Theatre	50	\$750	External
	Hollow Square	25		
	U-shape - (+8) if seating inside "U"	20		
	Rounds-(5) of (10)	50		
	Reception	40		
Lipton Hall	Theatre	174	\$750	University
	Hollow Square	56	\$1000	External
	U-shape - (+24) if seating inside "U"	38		
	Rounds-max (130) if using a riser	150		

174

Vanderbilt Hall 40 Washington Square South

Reception

Classrooms and Seminar Rooms

Classioonis and Seminar Rooms Room	Capacitv	Panelists	2014 Prices	Client Type
Classroom 204	124	5	\$468.75	University
*Cannot add tables in front – can place (2)			\$625	External
6ft or 8ft tables in L-shape in back for food				
Classroom 206	112	4	\$450	University
*Ca.nnot add tables in front – can place (1)			\$600	External
6ft or Bft table in back for food			-	
Classroom 210	148	5	\$525	University
*Cannot add tables in front : can place (1)			\$700	External
6ft or Bft table in back for food				
Classroom 214	104	5	\$393.75	University
*Cannot add tables in front – can place (1)			\$525	Exernal
6ft or Bft table in back for food				_
Classroom 216	70	5	\$393.75	Universitv
*Cannot add tables in front – can place (2)			\$525	External
6ft or 8ft tables in L-shav e in back for food				
Classroom 218	112	5	\$450	-university
*Cannot add tables in front – can place (1)			\$600	External
6ftor 8ft table in back for food AND (2) Bft				
tables in L-shaoe in front corner				
Classroom 220	124	5	\$468.75	University
*Cannot add tables in front - can place (1)			\$625	External
6ft or Bft table in back for food AND (2) 8ft				
tables in L-shape in front corner			• • • • • • • •	
Seminar Room 201	24	0	\$318.75	Universitv
*Can fit (1) 6ft table for food – if more are	(10 main, 14		\$475	External
needed, some chairs must be removed	perimeter)		A a b a b a	
Seminar Room 202	47	0	\$318.75	Universitv
*Can fit (1) Bft table for food – if more are	(25 main, 22		\$475	External
needed, some chairs must be removed	perimeter)		*	
Seminar Room 208	45	0	\$318.75	University
*Can fit (2) 6ft or 8ft tables in back	(25 main, 22 perimeter)		\$475	External

NOTES - Adiunct Faculty Event Space:

*VH313 - Cannot fit table inside room, credenza in room

*VH410-Credenzainroom

*VH413 – need to remove furniture to fit table for (20) people – Contact Sharron Town ext. 86181 *VH428 – (12) chairs around conference table (small credenza in room)

Laraer Venues

Room	Set-Up	Capacity	2014 Prices	Client Tvoe
Snow Dining Room	Conference	26	\$525	Universitv
	Theatre	50	\$700	External
	Hollow Square	20		
	Reception	30		
	Restaurant - maxed out, no F&B tables	48		
	U-shape	52		
Greenberg Lounge	Conference	26	\$825	University
*Riser cannot hold	Theatre	175	\$1,100	External
podium ifthere are	Hollow Sauare	72		
(2) 8ft tables on it	Reception	350		
*(20) chairs on stage	U-shape – (+30) if seating inside "U"	60		
	Rounds - can have max (232) people	150		
	with additional rental and labor fees			
	Classroom - additional rental fees	100]	

1(Tishman Auditorium	Theatre	450	\$825	 Universit
•				\$1,100	External

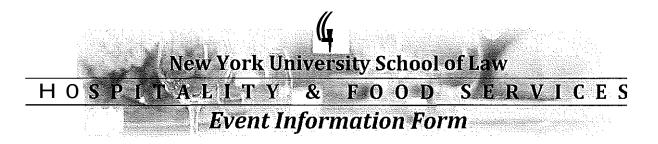
Faculty Library *need special permission from Vice Dean's office	Theatre - stackable chairs & couches Conference	65 26	
Golding Lounge *Law school use only *Cannot be rented during exam periods	Reception Theatre	150 40	

Mercer Street Residence

240 Mercer Street

Laraer Venues

Room	Set-Uo	Caoacitv	2014 Prices	Client Tvoe
Mercer Pub *Cannot be rented	Reception	50		
during exam periods				



*PLEASE GIVE US ALL OF THIS INFORMATION TWO WEEKS PRIOR TO YOUR EVENT DATE.

EVENT/CONTACT INFORMATION

EVENT NAME: EVENTTYPE: DATE OF EVENT: **BEGIN TIME:** END TIME: LOCATION: NUMBER OF ATTENDEES: ACCOUNT #: CONTACT INFORMATION Name: Organization: Street Address: City, State, Zip Code: Phone #: Fax#: Email Address:

FOOD 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:

DETAILS COAT ROOM: (Yes or No) FLOWERS: (Yes or No) */fyes, please tell us how many and what kind GUARDS: (Yes or No) *Required for Lipton Hall and Faculty Club

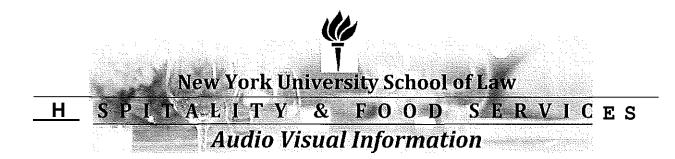
ROOM SETUP: *Please specify table/chair/etc. arrangement for your event ATRIUM/REGISTRATION SET UP: *Please specify table/chair/etc. arrangement for the atrium area

AUDIO VISUAL:

*Please list and email AV needs to Jim Britt at britt; @exchange.law.nvu.edu

SPECIAL NEEDS (Wheelchair Accessibility, etc.):

Please be thorough with the details, as it will help to better plan for your event. Feel free to contact Elizabeth Thomas at <u>212-998-6114</u> or elizabeth.thomas@nvu.edu if you have any questions about the form.



*For all questions or concerns, please contact Jim Britt at BrittJ@exchange.law.nyu.edu

*Forpricing inquiries, please visit our website: <u>http://law.nyu.edu/hospitalitv/audiovisualservices</u> !index.him

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

Tishman Auditorium

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

Greenberg Lounge

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

Lipton Hall

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

Lester Pollack Colloquium

- o Up to two hand-held microphones
- o Integrated Delegate microphone system
- o Front screen projection only
- o 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

- o Portable AudioNisual systems are available on a limited basis
- o Up to four hand-held or table microphones
- o Front screen projection only portable projectors

Teleconferencing

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

VH Seminar Rooms

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

VH Lecture Rooms

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

FH Seminar Rooms

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

FH Lecture Rooms

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

GLOSSARY OF TERMS TO USE WHEN PLACING AN ORDERS:

One microphone on a podium Microphone on a floor stand	
Panel mies	
PowerPoinVslides	
PowerPoinVslides with audio	
DVD Playback	
Polycom Recordings	
Audio Recording	
Video Recording	
Livestream	
Webstream	

= podium mic
= Q&A mic
= panel mic
= PowerPoint set-up
= PowerPoint with audio
= DVD playback
= Polycom
= Audio Recording
= Video Recording
= Live stream
= Web stream



At the Law School, a guard will be required for certain events. Please read below for the most frequent occasions:

Lipton Hall/Faculty Club: A guard is required for use of the 108 West 3rd entrance.

- o If you have any guests that are not part of the Law School attending your events you will be required to use the 108 West 3" Entrance.
- o The fees are \$48.00 per hour with a 5 hour minimum.

Large Crowds:

o If you are having a large amount 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 Guest:

- o If you have a guest that is VIP, high-profile, or what can be considered a "controversial subject," you may need an additional guard.
- o If this guests travels with his or her own security team you will need to contact **Robert Metcalfe** at (2121 998-1358 or robert.metcalfe@nyu.edu.

Other Safety Guidelines:

Mercer Pub

- o For events taking place in Mercer Pub with non-resident attendees, a guest list is required for security purposes.
- o Each guest should be listed as either Law School-affiliated or from outside the Law School community.
- o The list must include the event/name/date/time/location/contact name & phone number.
- o Mercer Pub is closed to events beginning fifteen days prior to and through the finals periods, in accordance with quiet hours.
- o The Mercer Pub has a curfew of 11:00 pm on weekn"1ghts and 1:00 am on weekends. Excessive noise will result in an early shut-down of the event.

Multi-Day Conferences

o We suggest that if you have a Multi-Day Conference or an event with large guests moving in and out of the building, that you provide them with badges so guests can show this in place of showing their ID.

If you have any questions about security, please contact Maria Micale at (212) 998-6116 or maria.micale@nyu.edu.

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



Catering Menus

- o As of September 1", 2014, all events are required to order food and beverage for at least 75% of its attendees
- o A 45% upcharge will be added to any increases in food and beverage given less than 72 hours in advance notice.
- For a complete list of catering menus please visit our website: http://www.law.nyu.edu/hospitality/menus/index.htm

Waiters

- o All events that have food and/or beverage require waiter(s).
- o 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 set-up and clean-up.
- o Total number of waiters is dependent upon the number of attendees, the amount of catering, and the type of event.

CBS Flat Rate

- o This applies to ALL of our large venues.
- o If an event oc9urs or requires set up before 8:00 am or after 4:00 pm:
 - o For Law School events, the weekday charge is \$105 and the weekend charge is \$210
 - o For the University or External events, the weekday charge is \$250 and the weekend
 - charge is \$500
- o If your event is labor intensive, charges rnay apply.

Weekend Chef Managerial Fee

o ALL events on the weekends that require food will have a \$275 Weekend Chef Managerial Fee.

Coatcheck

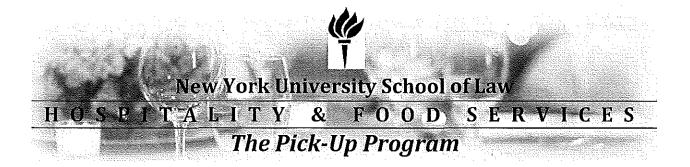
- o Coatcheck is available at no cost during school hours during the fall and spring semesters for events in Furman Hall and Vanderbilt Hall classrooms.
- o If you request coat check after 4pm during the weekdays, on the weekends, or in any of our large venues, the cost is \$28/hour with a minumum of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

Elevator Attendant

- o An elevator attendant will be required for large events in Faculty Library and Snow Dining Room.
- o \$28/hour with 5 hour minimum

Flowers

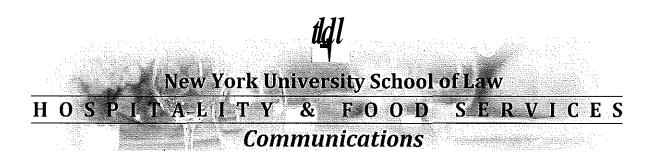
- o As of September 1", small arrangements cost \$65-85, medium \$90-125 and large \$150-170
- o Prices are subject to change depending on seasonal availability.
- o Price includes delivery charge.



- o The Pick-Up Program can be used by anyone having an event with no more than 25 attendees.
- o The Pick-Up Program menu consists of ONLY cold food like continental breakfasts, boxed lunches, coffee, cold beverages, and snacks. Each order includes plastic utensils, paper plates, paper napkins, and cups. We are also able to provide, upon your request, linen tablecloths (\$8.00 each) or paper tablecloths (\$2.50 each).
- o Your order must be placed at least 24 hours before your event. You are only able to choose items off the Pick-Up Program menu.
- o All Pick-Up Program requests require your chartfield number, in its entirety, so that we can process your order.
- You can choose from the following locations/times to pick up your order: *Furman Hall:* Wachtell, Rosen, Lipton & Katz Student Cafe Monday through Friday: 8:00am - 2:30pm

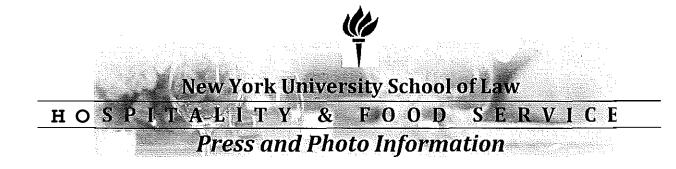
Vanderbilt Hall: Golding Lounge Monday through Thursday: 8:00am - 5:00prri Friday: 8:00am - 2:30pm

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



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

- o 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.
- o 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
- o 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
- o For signs and flyers, use the templates available at: http://www.law.nyu.edu/communications/flyers/index.htm
- o 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 <u>https://its.law.nyu.edu/ems/</u> 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.
- o 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: <u>http://pbfm p.unvrel. nyu.edu/serviceslaw/</u> For University Events: To order a photographer, please use this form: <u>http://www.nyu.edu/photobu rea u/</u>
 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/
- o All of this information can be found at the Office of Communications website: http://www.law.nyu.edu/depts/communications/



NYU's Press Office:

o If press releases are appropriate, contact Michael Orey at <u>michael.orey@nyu.edu_</u>or 914-330-5555 or Michelle Tsai at <u>michelle.tsai@nyu.edu_</u>or 212-998-6849 in the Public Affairs Office.

NYU's Photo Bureau:

- o University: To order a photographer please link to: http://www.nyu.edu/photobureau/
- o Law School: To order a photographer please link to: http://pbfmp.unvrel.nyu.edu/serviceslaw/
- o 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/

"Plan Publicity" Information Page:

o This link provides guidelines to help you market your event: http://www.law.nyu.edu/specialevents/plan ning/planpublicity/index.htm