



EVENTS 101

Office of Hospitality and Food Services

INFORMATION TO ASSIST YOU WITH YOUR EVENT PLANNING

2014 - 2015



New York University School of Law

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 your 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.



New York University School of Law

HOSPITALITY & FOOD SERVICES

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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New York University School of Law

OSPITALITY & FOOD SERVICES

Event Timeline

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	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	
	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)	10 weeks 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	
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	
	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	Insert guest room info. into rooming list & send confirmation to guest/speaker	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	
OT/FL	Create room diagram outlines for building office, if necessary	1.5 weeks	
OT/FL	Review 'Event Sheet' from OCSE	1 week out	
OT/FL	Send updated catering memo - if there are any changes	1 week out	
FL	Send final guarantees to OCSE	3 days out	
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/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	
	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 any outstanding event bills/reimbursements	after event	
ADMINISTRATIVE			
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	
GIFTS & PURCHASES/ SPECIAL AWARDS			
FL	Purchase for speaker/guests	1 week out	
FL	Wrap gifts	day before	
FL	Create and deliver welcome basket, if necessary	day of arrival	
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.		
FL	Brief photographer on desired pictures		
FL	Have on hand extra staff briefings and RSVP lists		
OT/FL	Dry run on any technical equipment - brief tech on event flow, speaker list, etc.		



New York University School of Law

HOSPITALITY & FOOD SERVICES

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 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"

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.

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



New York University School of Law

OSPITALITY & FOOD SERVICES

Venue Information

Furman Hall

245 Sullivan Street

Classrooms and Seminar Rooms

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

NOTES- Other rooms:

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

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

Larger Venues- for these rooms please call Office of Hospitality and Food Services

Room	Set-Up	Capacity	2014 Prices	Client Type
Lester Pollack Colloquium Room	Conference - 38 outer, 34 inner	72	\$975 \$1,300	University External

t(Support Room 910	Conference	20	\$525 \$700	University External
Sexton Student Forum	Theater Reception	80 100	\$ \$	University External

D'Agostino Hall
110 West Third Street
Larger Venues

Room	Set-Up	Capacity	2014 Prices	Client Type
Faculty Club	Conference	30	\$562.50	University
	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		
	Reception	174		

Vanderbilt Hall
40 Washington Square South
Classrooms and Seminar Rooms

Room	Capacity	Panelists	2014 Prices	Client Type
Classroom 204 <i>*Cannot add tables in front - can place (2) 6ft or 8ft tables in L-shape in back for food</i>	124	5	\$468.75	University
			\$625	External
Classroom 206 <i>*Cannot add tables in front - can place (1) 6ft or 8ft table in back for food</i>	112	4	\$450	University
			\$600	External
Classroom 210 <i>*Cannot add tables in front - can place (1) 6ft or 8ft table in back for food</i>	148	5	\$525	University
			\$700	External
Classroom 214 <i>*Cannot add tables in front - can place (1) 6ft or 8ft table in back for food</i>	104	5	\$393.75	University
			\$525	External
Classroom 216 <i>*Cannot add tables in front - can place (2) 6ft or 8ft tables in L-shape in back for food</i>	70	5	\$393.75	University
			\$525	External
Classroom 218 <i>*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</i>	112	5	\$450	University
			\$600	External
Classroom 220 <i>*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</i>	124	5	\$468.75	University
			\$625	External
Seminar Room 201 <i>*Can fit (1) 6ft table for food - if more are needed, some chairs must be removed</i>	24 (10 main, 14 perimeter)	0	\$318.75	University
			\$475	External
Seminar Room 202 <i>*Can fit (1) 8ft table for food - if more are needed, some chairs must be removed</i>	47 (25 main, 22 perimeter)	0	\$318.75	University
			\$475	External
Seminar Room 208 <i>*Can fit (2) 6ft or 8ft tables in back</i>	45 (25 main, 22 perimeter)	0	\$318.75	University
			\$475	External

NOTES - Adjunct Faculty Event Space:

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

*VH410- Credenza in room

*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 Type
Snow Dining Room	Conference	26	\$525	University
	Theatre	50	\$700	External
	Hollow Square	20		
	Reception	30		
	Restaurant - <i>maxed out, no F&B tables</i>	48		
	U-shape	52		

Greenberg Lounge *Riser cannot hold podium if there are (2) 8ft tables on it *(20) chairs on stage	Conference	26	\$825	University
	Theatre	175	\$1,100	External
	Hollow Square	72		
	Reception	350		
	U-shape – (+30) if seating inside "U"	60		
	Rounds – <i>can have max (232) people with additional rental and labor fees</i>	150		
	Classroom - <i>additional rental fees</i>	100		

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

Faculty Library *need special permission from Vice Dean's office	Theatre - <i>stackable chairs & couches</i>	65	--	--
	Conference	26		

Golding Lounge *Law school use only *Cannot be rented during exam periods	Reception	150	--	--
	Theatre	40		

Mercer Street Residence**240 Mercer Street***Laraer Venues*

Room	Set-Up	Capacity	2014 Prices	Client Type
Mercer Pub *Cannot be rented during exam periods	Reception	50	--	



New York University School of Law

HOSPITALITY & FOOD SERVICES

Event Information Form

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

EVENT/CONTACT INFORMATION

EVENT NAME:

EVENT TYPE:

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)

**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.):

Please be thorough with the details, as it will help to better plan for your event. Feel free to contact Elizabeth Thomas at [212-998-6114](tel:212-998-6114) or elizabeth.thomas@nyu.edu if you have any questions about the form.



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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

- 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 AudioVisual systems are available on a limited basis
- o Up to four hand-held or table microphones
- o Frontscreen 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	= 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



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HOSPITALITY & FOOD SERVICES

Protection Services

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 3rd 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 guest travels with his or her own security team you will need to contact **Robert Metcalfe** at (212) 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 weeknights 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/>



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Additional Event Charges

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.
- o 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 occurs 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 may 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 minimum 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.



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The Pick-Up Program

- 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.
- o 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 - 5:00pm
Friday: 8:00am - 2:30pm
- o 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.



New York University School of Law

HOSPITALITY & FOOD SERVICES

Communications

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 <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.
- 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:
<http://pbform.univrel.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/>
- o All of this information can be found at the Office of Communications website: <http://www.law.nyu.edu/depts/communications/>



New York University School of Law

H O S P I T A L I T Y & F O O D S E R V I C E

Press and Photo Information

NYU's Press Office:

- o 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:

- 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/planning/publicity/index.htm>