UofT Faculty of Law
Events Checklist

Planning an event at the law school? These steps will make it easier:

- **Past information**: if your event has been held before, try to get precedents from past planners; consider meeting with them to get ideas about what worked and what could be changed.

- **Fundraising**: you have an idea for your event, but want to make sure you have enough money to execute it. Start with the checklist from the office of the Assistant Dean Students. Make a budget. Plan a meeting with the Assistant Dean of Advancement (office at back of Falconer Hall, first floor) if you plan to approach external funders, such as law firms and foundations.

- **Event Date**: double check what else is happening on the day and time you would like to hold your event:
  - E.Legal Event Calendar – faculty website www.law.utoronto.ca > sign into E.Legal > check monthly calendars on “Events” tab
  - Sessional dates – faculty website www.law.utoronto.ca > Academic Programs > choose “Sessional dates”
  - First Year mandatory course dates – faculty website www.law.utoronto.ca > “Academic Programs” > JD Program > Program requirements = First Year

- **Room Booking**: when you are ready to book space log-on to E.Legal www.law.utoronto.ca and fill out the Room booking form. Once the room is confirmed, the event will be added to the Calendar of Events. Make sure to provide a brief description of the event. This information is included on the Faculty of Law –Daily Events and is useful if you are trying to draw an audience.

  Note: Notices that are marked **Law School Only** are advertised on the Calendar of Events through e-community. **Public events** are visible to the public on the law school website.

- **Unlocking Doors**: if you are holding your event at the law school during a time the reception office is not open, you will need to request U of T Security to
unlock the building and rooms required. Contact the Faculty’s Facilities & Services Coordinator (facultysupport.law@utoronto.ca).

- **Ensure accessibility:**
  In promotional materials offer to make special arrangement for participants, i.e. dietary needs, wheelchair access or sign language, and be mindful of these kinds of accessibility issues in general including for members of the audience.

- **Advertising:**
  - Headnotes – contact Dylan Reid, Web Communications Officer (headnotes.law@utoronto.ca)
  - Faculty of Law – Todays’ Events – are automatically picked up from the Calendar of Events on the day of the event.
  - Career related? – post on UTLawcareers by contacting the CDO
  - Ultra Vires – contact editors
  - Posters – must be posted on designated boards – you may post notices on the weekly event boards in Falconer and Birge Carnegie one week prior to the event
  - Word of mouth – tell other students, faculty, and staff
  - Other methods – Facebook, etc.

- **Catering:**
  - If you are having any food delivered to the law school you must provide the receptionist with a contact person at the law school, the name of the event, the time of delivery and the room to which the food is to be delivered. Please call 416-978-0210 on the morning of the event to provide the information.
  - If you are having a larger event or would just like some guidance plan a meeting with the Jennifer Tam, Events Coordinator at the Faculty of Law (jennifer.tam@utoronto.ca)
  - For events at Vic, you must use Vic Catering unless it is a student-organized event. For all other events, you can order food through outside caterers. Please contact Jennifer Tam, Events Coordinator, for clarification on all catering related questions.
  - If you would like alcohol at your event on campus, you must use University of Toronto Catering Services and fill out a student event application form. The form must be signed by a faculty or staff member, and approved at least 14 days before your event. For form see: [http://www.food-beverage.utoronto.ca/beverage-services/event-forms-menus](http://www.food-beverage.utoronto.ca/beverage-services/event-forms-menus)

- **Furniture:** if you move the furniture around for your event, please ensure that the room is returned to its original setting afterward. In the event that you require additional tables or furniture moved, contact the Facilities and Services
coordinator (faculty.support.law@utoronto.ca) to make the necessary arrangements. There will be a charge for these services.

- **Clean-up:** If the event is after hours or on the weekend it may be necessary for cleaning staff to remove left-over food and rearrange furniture. This service must be arranged through the Facilities and Services coordinator (faculty.support.law@utoronto.ca) and an after-hours charge will be incurred.

- **Audio/visual:**
  - **Power-point:** For Vic Classrooms, pick up the connection cords and instructions from the Law Library in Birge Carnegie. To arrange set up assistance contact Phillip Nguyen, Technical Support Analyst (computer.lawsupport@utoronto.ca). Falconer Hall classrooms have technology in place for Power-point (projector, screen, laptop)
  - **Microphones** (for a larger panel) and other technical support (e.g. web-casting): book through the Office of Space Management www.osm.utoronto.ca **check to see if our resources on site can be used first, since OSM services have additional costs. Contact Phillip Nguyen at email address above to see what he can provide.
  - **If you wish to show a film** you must check with the office of the Assistant Dean Students to ensure that we have a licence to show it.

- **Day of the event:**
  - **Volunteers** – do you have enough and do they have defined roles?
  - **Name tags and signs**
  - **Thank you cards and/or gifts for speakers** – leave some room in the budget
  - **Facilitators** – consider arranging a facilitator if your event has a panel or panels

Best of Luck with your Event!