

STUDENT ORGANIZATION EVENT PLANNING OUTLINE

As set forth in the 2023-2024 Student Organization Handbook, to encourage greater attendance and efficiency of planning efforts, student organizations may host up to two (2) events each semester that require event catering funding. Students may request up to one (1) additional event each semester that does not require event catering funding.

E-board members review the 2023-2024 Student Organization Handbook for all relevant policies and information. (This diagram does not include all policies surrounding the student organization event planning process).



E-board members meet, complete, and submit the Strategic Plan by August 1, 2023 (for the Fall 2023 semester) and December 1, 2023 (for the Spring 2024 semester).



A staff member of the Office of Student and Campus Affairs reviews and approves the contents of the Strategic Plan. (Follow-up inquiries may be made). Once approved, the student name/email on the Strategic Plan will be contacted with approval and event dates/times/rooms reserved.



Once an event has been approved by the Office of Student and Campus Affairs, you must contact Isabella Masucci, PT Assistant to the Office of Student and Campus Affairs, at imasucci@law.pace.edu to confirm your Chartwells catering order and Renee Brown-Cheng, Assistant Director of Marketing and Communications at rbrowncheng@law.pace.edu to confirm your Ed. Media needs, and details for our Facilities team to set up the event. **All of these planning details, including the Chartwells order, must be confirmed at least four (4) weeks prior to a student organization event.**

Room Reservation Requests for General Body Meetings

With respect to room reservations for general body meetings, such requests must be sent by email to studentaffairs@law.pace.edu at least three (3) weeks prior to the date/time requested. Your request must include (1) the name of the student organization hosting the meeting and (2) the date and start/end time requested. The Office of Student and Campus Affairs will confirm a room with you by email.