

SO YOU WANT TO HOST AN EVENT?



STEP ONE

Consult the [master calendar](#) to pick a date and time that works for your organization. Here you will also be able to see events other organizations are hosting so that we can minimize conflicts.

STEP TWO

If necessary, [reserve a room or space in the courtyard](#) for the event. Login by clicking on *My Account and Login*. Then go to *Reservations* and click on *Law Student Form*. This will bring up the system where you can book your space.

If you have any questions about this process, you can contact [Colleen Flage](#). Once you have booked your reservation and receive a confirmation from Ms. Flage, then your event will appear on the Master Calendar.

If your event will involve food or alcohol, additional forms need to be submitted to student affairs.

STEP THREE

Secure funding for your event. For more information on this, please visit the [Funding and Allocations](#) page on our website.

STEP FOUR

Advertise! We suggest Facebook events, email blasts, and submitting a blurb for the Student Bar Association's blog. For assistance with any or all of these issues, you can contact [Amber "Dee" Lengacher](#), SBA's Social Chair, or [Aaron Badida](#), SBA's Communications Officer.

STEP FIVE

Day of event, have a team of volunteers from your organization ready on standby to help with setup, food pick up, and execution of event, and clean up.

And, as always, if you have any questions about social events or anything else, please feel free to reach out to any member of the SBA Executive Board or Board of Governors. We are here to represent and serve *you*.