

Student Organizations: Event Planning 101

Planning an event for your student organization? Review the following forms and information you'll need to have a successful event!

Please keep in mind that many of these UNM departments charge for their services, so your organization will need to budget accordingly

Law School Classroom Calendar

To avoid competing with other events, check the [classroom calendar](#) to see what's already been scheduled.

Reserving a Room

Need to reserve a classroom, patio, or other space at the law school? Fill out the Room Request Form here: https://lawschool.unm.edu/room_request.html

Furniture Moving and Rental

If your event will take place in the Forum and you need the furniture to be moved, contact [UNM Special Activities](#) to hire movers. You can also rent tables, chairs, trashcans, and other items through UNM Special Activities by submitting a Service Request: <https://iservicedesk.unm.edu/home.html>.

If you are looking for free chair and tent rental, contact the Student Activities Center to see if they have available items! They can be reached by email at sac@unm.edu.

Media Services Request

To make sure you have the media you need for your event, submit the Media Services Request Form: https://forms.unm.edu/forms/media_services_request_form

Parking for Outside Guests

If your organization is bringing in a speaker or inviting outside guests, you'll need to arrange for them to park at the law school. Your organization can purchase a guest parking pass that is valid for one day. These passes can be purchased for \$5 from Shelby at reception. Shelby cannot provide change, so you will need to have exact cash for the purchase. You can also purchase a parking pass from the law library.

Purchasing Food

Submit the Purchase Request Form to request that food for your event be purchased using the PCard: <https://lawschool.unm.edu/students/organizations/food-order-form.html>

Serving Alcohol

Review the [university policies](#) for serving beer and wine on university property, and complete this form: <https://policy.unm.edu/common/documents/2140exa.pdf>. Submit the completed form (along with licenses for your servers) to Beverly Akin at akin@law.unm.edu. This form must be submitted to Beverly at least 15 days before your event.

Outside Fundraiser

Planning a fundraiser for your organization and soliciting donations from an outside entity? Check first with Melissa Lobato, Senior Director of Advancement Operations, to ensure that her department and your organization are not soliciting donations from the same entities. Melissa can be reached by email at lobato@law.unm.edu.

Business Cards

Did you know that student organizations can have business cards made through the Copy Center? To order 100 business cards for \$10, fill out this form: https://lobolaw.unm.edu/students/ovb-pdfs/business_card_order_form_unmsol_copy_center.pdf. Once complete, submit the form to the Copy Center at copy@law.unm.edu.