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Dear Student Organization Representative:

Student organizations play an extremely important role at Hofstra Law School. You provide educational, social and leadership opportunities that enhance the learning experience for law students, and contribute to the vibrant intellectual and social life of the Law School.

We have prepared this Handbook to assist you with the various administrative tasks that are an inevitable part of student organizational life. Please take the time to read it carefully. Of course, you should always feel free to stop by the Office of Student Affairs to ask for assistance with any of these tasks. We are here to help you in any way we can.

Sincerely,

Fay Rosenfeld
Senior Assistant Dean for Student Affairs

Lauren Chite
Director of Student Affairs

I. GENERAL INFORMATION AND RESOURCES

Office of Student Affairs
Fay Rosenfeld, Senior Assistant Dean for Student Affairs
Lauren Chite, Director of Student Affairs
Danielle McQueen, Administrative Assistant

Location: Room 244 of the Law School
Phone: (516) 463-5771

E-mail: Dean Rosenfeld: fay.rosenfeld@hofstra.edu
       Ms. Chite: lawlvc@hofstra.edu
       Ms. McQueen: lawdmf@hofstra.edu

Web site: http://www.hofstra.edu/law/osa
Calendar of Events: http://www.hofstra.edu/law/events
Hofstra Law Happenings on the web: http://www.hofstra.edu/academics/law/hofstrahappenings

Office of Student Affairs Mission Statement
The Office of Student Affairs is dedicated to providing students with the assistance, support and guidance they need to succeed and thrive in the challenging law school environment. The Office addresses quality-of-life issues affecting students, including individual counseling on academic and non-academic matters, disability issues and support for student groups. The Office of Student Affairs also coordinates Hofstra’s international summer study abroad programs in Nice, France, Sorrento, Italy and Sydney, Australia and the winter intersession program in Curacao, as well as other international exchanges. Students who have concerns or questions may stop by Room 244, or call 463-5771 for an appointment with Dean Rosenfeld or Ms. Chite.
The Office of Student Affairs also publishes *Hofstra Law Happenings*, the Law School’s biweekly newsletter. Student organizations may submit items for inclusion in the newsletter by sending an e-mail to lawstudentaffairs@hofstra.edu.

Ms. Chite is the Office’s primary liaison with student organizations on matters of advisement, scheduling, planning, finances and the like, but student groups should always feel free to speak with Dean Rosenfeld for assistance with developing programs, obtaining speakers and any other particular issues of concern.

**Student Bar Association (2006-2007)**
Rema Ina (3L), President          remaina7@yahoo.com
Avninder (Andy) Aujla (3L), Vice President avninder@gmail.com
Ann Marie Diaz (3L), Secretary    hofstralaw.secretary@gmail.com
Alex Cachaldora (2L), Treasurer   alexcachaldora@gmail.com

Phone: 463-6563
E-mail: lawsba@hofstra.edu
TWEN Page: www.lawschool.westlaw.com
(enter your password, click on “drop/add a course,” check the “SBA” box)

The S.B.A. is Hofstra Law School’s student government and the umbrella organization for all student organizations at Hofstra. Among other things, it is responsible for allocating funds to student organizations. The Student Activity Fee is the primary source of revenue from which student groups are funded. The S.B.A. treasurer has primary responsibility for handling those funds and distributing them to student organizations in accordance with the S.B.A. Constitution (Appendix A) and Budget Code (Appendix B). In order to obtain an allocation of funds, student organizations must submit a budget request to the S.B.A. and follow all S.B.A. budget guidelines. (See Finances and Budget Information, below.) Please note that Budget Request Forms, and other useful S.B.A. forms and information, can be obtained online at the S.B.A.’s TWEN page. The S.B.A. is also responsible for recognizing and funding new student organizations. Students who wish to form a new organization should review the appropriate materials on the S.B.A.’s TWEN page.

**Catering Services**
Phone: 463-5395
Student organizations that would like to order food for on-campus events may call Lackmann Dining Services for information about menus, prices, etc. The funds can be deducted directly from your Hofstra budget.

**Copy Center**
Location: Law School, Room 021 (basement level)
Phone: 463-5915
E-mail: lawcopy@hofstra.edu

The Pitney Bowes Print Services Center is a state-of-the-art facility that provides a variety of copying and printing services for Hofstra students, faculty and staff. Student organizations may have their documents printed, copied or enlarged at the Copy Center, at discounted rates. Please contact the Copy Center directly for more information about the services that are available to student groups.
Faculty Advisors
Many student organizations have a faculty advisor. This advisor is an invaluable resource who can provide guidance about events, speakers and other important matters.

If your organization does not currently have a faculty advisor and would like one, please stop by the Office of Student Affairs and speak with Dean Rosenfeld or Ms. Chite.

Mailroom
Phone: 463-6854
E-mail: mailzb@hofstra.edu
Mailings for all events can be done at Hofstra University’s bulk or 1st class rate. Please speak to a representative of the Mailroom (Butler Annex) at least one month before your event to determine how you can take advantage of this discount.

Use of Hofstra Logo
Organizations wishing to use the Hofstra logo on any printed materials, including posters, stationary, plaques, invitations and the like, must first obtain approval from Dean Rosenfeld or Ms. Chite.

Van Requests
Student organizations may request the use of a Hofstra University van for official business only. The Van Request Packet may be obtained in the Hofstra University Student Activities Office, Room 242E Student Center. Trips may not be conducted beyond 50 miles from the University, and a $25 deposit must be left with the request packet. You must supply the fuel.

Prospective drivers must provide documentation of a driver's license, HofstraCard, and completion of the defensive driving course (offered periodically at Hofstra).

Please contact the University’s Office of Student Activities (463-6914) regarding any questions you may have on the issuance of vans to student groups.

II. COMMUNICATIONS

Mailboxes
Every student organization has a mailbox in Room 203. Please check your mailbox on a daily basis, and be sure to have someone check for mail during the summer.

Club Room
The Club Room (Room 113) is shared by all student groups. Keys should be passed down from the prior year’s presidents to the current presidents. If you did not receive a key, copies are available from the Office of Student Affairs. There is a computer in the Club Room that student groups may use to prepare flyers or other organization-related materials. (The Copy Center will reproduce black and white materials for student groups free of charge.)

Telephone and E-mail
Student organizations may also arrange to have Hofstra telephone extensions, with voicemail, and Hofstra e-mail accounts for their groups. Please speak with Gary Moore, Assistant Dean for Information Systems, if you are interested in an e-mail account and/or a telephone extension. Please remember that the phones in the Club Room may only be used for student organization purposes. Telephone records are checked periodically to ensure that this privilege is not abused.
**Listserv**
The S.B.A. sends email announcements on behalf of student organizations via their TWEN site and via the S.B.A. e-mail listserv. Law students are given the option of subscribing to the S.B.A. listserv on the Computer Users Form submitted at the beginning of every school year, and are encouraged to sign up for the SBA’s TWEN “course.” (The official Law School class listservs are reserved for Law School faculty and administration use only, so student groups cannot post messages to those listservs.)

Sending announcements to the SBA for posting is simple. Student leaders may send an e-mail to lawsba@hofstra.edu, to the attention of the S.B.A. President. In the subject line of the e-mail, please write “S.B.A.: (Event or E-mail Subject).” The President will then post the message to the students. Please note that student organizations must give the S.B.A. at least 48 hours to post a message.

***Important*** Each group should designate specific individuals with primary responsibility for checking the group’s mailbox, e-mail and voicemail.

**III. PLANNING, PUBLICIZING AND HOLDING ON-CAMPUS EVENTS**

The Student Affairs staff is here to help you with the event planning process. We can help you find speakers, and provide other forms of assistance during the early planning phases. You should also consult with your faculty advisor about the content of your proposed programs.

Many student organizations hold on-campus events throughout the school year, usually during the Common Hour periods when no classes are scheduled. Common Hours for the 2006-07 academic year will be Mondays, 12-1 p.m. and 5-6 p.m., and Wednesdays, 12-2 p.m. In order to facilitate the coordination of these events, and to minimize the likelihood of scheduling conflicts, we ask each organization to adhere to the following event scheduling guidelines.

**Planning an Event**
Early planning is usually critical to the success of any on-campus event. Because so many groups schedule on-campus events during Common Hours, we ask that you check the Law School’s Calendar of Events (http://www.hofstra.edu/law/events) before choosing a date for a major event, such as an outside speaker, or a major fundraising activity. The Office of Student Affairs may request that you select an alternative date, if the one you have selected has already been booked by one or more other groups. (Bear in mind that even with this advance planning, there is no guarantee that there will not be another event at the same time.)

In addition, if you are planning an event at which you would like the Dean to be present (e.g. a banquet, roundtable discussion or similar event), you must clear the date **well in advance** (generally at least 2 to 3 months) with Joanne Ramirez, the Dean’s assistant. Ms. Ramirez’s office is located in Room 248 of the Law School. Please see Section V. of this Handbook for more information on planning off-campus events such as banquets, etc.
Scheduling an Event
In order to schedule an event, a representative of the student organization must complete an Event Scheduling Form (See Appendix C), and submit the form for approval by Dean Rosenfeld or Ms. Chite. Forms should be submitted at least two weeks in advance. Copies are available from the Office of Student Affairs, Room 244. Submitting this form places your event on the Law School’s calendar, and also generates a listing for the event in Hofstra Law Happenings. Please fill in the form completely, and make sure to provide current contact information so we can reach you if necessary. If the event date has been approved, a signed copy of the form will be returned to your organization’s mailbox.

Reserving a Location for On-Campus Events
Events can generally be held in any room in the Law School, subject to availability. Please be aware, however, that food may not be served in the Siben & Siben Moot Courtroom (Room 308). You must designate which room you would like to reserve on the Event Scheduling Form. We will do our best to honor your requests.

If you are planning to hold your event elsewhere on the Hofstra campus (e.g. at the Student Center, Hofstra U.S.A., etc.), you must contact the University’s Event Management Office at 463-6631. Be sure to submit an Event Scheduling Form to the Law School’s Office of Student Affairs even if the event will not be held at the Law School, so that the event can be publicized to the Law School community and to minimize the risk of scheduling conflicts.

Refreshments
Organizations may arrange for refreshments, if desired, with an outside vendor, or with Hofstra's catering service at 463-5395. If you are using Hofstra’s catering service, you will need to provide your organization’s budget number. (See Finances and Budget, below.)

Publicizing Events
There are many ways to publicize an upcoming student event to the Law School community.

First, the Office of Student Affairs lists events for which Event Scheduling Forms have been submitted in Hofstra Law Happenings, and also posts the events on the Law School’s web-based Calendar of Events. Student groups can also write short descriptions of their events for inclusion in Hofstra Law Happenings; please e-mail those descriptions to lawstudentaffairs@hofstra.edu, or include them in your Event Scheduling Forms.

Another way to publicize your event is by distributing flyers in student mailfolders and/or by hanging flyers or posters in designated areas, including the two bulletin boards at the entrances to the Law School and on the walls of the Student Lounge. Please note, however, that fire regulations strictly prohibit printed material from being displayed on any doors, walls and in stairways. Please do not hang posters or other organization-related materials on any glass-enclosed bulletin boards or areas designated for other uses, and understand that if you do so, they will be removed promptly. (When preparing posters, keep in mind that the Law School’s Copy Center can enlarge flyers to poster size.)

Organizations may also post information about upcoming events to members of the student body on the S.B.A. listserv. (Please see page five for further information.)

Organizations that would like to publicize their events to alumni and others may also submit a brief
article for possible inclusion in the *Hofstra Law Report*, a magazine that is distributed to alumni and other friends of the Law School. Please submit proposed articles to Patti Desrochers, External Relation Officer, in Room 029K.

**Policy Regarding Commercial Vendors**
Pursuant to Law School policy, student organizations may not sponsor any group that solicits funds at the Law School for products or services, without prior permission from Dean Rosenfeld or Ms. Chite.

**Hofstra University Alcohol Policy Pertinent to the Law School**
If you intend to serve alcohol at a student organization event on campus, please be sure you adhere to the following rules:

1. The consumption or possession of alcoholic beverages in areas other than those specified and approved by the University is not permitted.
2. Drinking games of any kind are not permitted in any area or at any function at which alcoholic beverages are being served.
3. When alcohol is served at an event, a faculty or staff sponsor must be present.
4. When an alcoholic beverage is being served, an alternate beverage and some type of food must be made available.

The responsibility for monitoring the alcohol policy must be shared by all students, staff and advisors. Permission to dispense and/or sell alcohol is experimental. If conditions are such that monitoring and student cooperation proves ineffective, alcohol will not be permitted.

Violations of University policies or civil law concerning alcoholic beverages or situations evolving directly or indirectly from the sale, consumption, distribution or transportation of alcoholic beverages will be handled within the framework of discipline developed by Hofstra University.

**IV. FINANCES AND BUDGET INFORMATION**

As noted above, student organization budgets are determined by the S.B.A. at the beginning of every academic year, in accordance with S.B.A budget guidelines. **The S.B.A. will not reimburse individuals or organizations for activities or events for which the S.B.A. has made no allocation.** Check your approved budgets carefully before holding an event and requesting reimbursement.

It is important to take the time to read the following guidelines. They may appear complicated, but the rules are in place to ensure that student funds -- your funds -- are handled with appropriate care. If you have any questions, just ask us for help.
Developing a Budget
Organizations should look to their previous year’s budget as a guide to determine their budget for the upcoming year. Please keep in mind the costs of postage, catering, transportation, etc. that are often necessary for various events when determining your budget proposal. Please note that new student organizations will be awarded a maximum of $250 for the first academic year.

Please remember that Budget Request Forms, and other useful S.B.A. forms and information, can be obtained online at the S.B.A.’s TWEN page.

Organization Accounts and Budget Numbers
Each approved student organization at Hofstra Law School has two University accounts, with corresponding identifying numbers (known as “budget numbers,”) from which students can be reimbursed for expenses. The first account holds money allocated from the S.B.A. for the current academic year. In order to receive reimbursement from this account, the expenditures must be for S.B.A.-approved purposes. Funds in this account do not carry over year-to-year. At the end of the summer, money not used will return back to the S.B.A. general fund.

The second account is a non-S.B.A. account that organizations may use solely for donations or money raised. Unlike the money allocated by the S.B.A., the funds in this account WILL carry over year-to-year. Although these funds are not subject to the S.B.A. budget guidelines, the money used must be for the purpose of supporting and advancing the student organizations’ goals (e.g. banquet expenses, postage, or other matters that are excluded under the S.B.A. budget guidelines). Both Dean Rosenfeld and Ms. Chite will review these reimbursement requests carefully to see that the money spent is in the organizations’ best interests.

Budget numbers should be passed down from prior year’s treasurers to current treasurers. If you cannot locate your budget numbers, please feel free to stop by Ms. Chite’s office.

If an organization wishes to deposit funds into their non-S.B.A. account, there is an additional income account number that must be used on the deposit form. (For further information, please see “Procedures for Deposits” below.)

Procedures for Reimbursement
Funds in both the S.B.A. and non-S.B.A. organization accounts are not available for cash withdrawals – only for the reimbursement of specific organization-related expenses. To receive a reimbursement or to pay an outstanding invoice from your S.B.A. account, students must submit a completed Check Requisition Form (Appendix D), together with original receipts, invoices or other proof of payment, to the S.B.A. treasurer for signature. After the S.B.A. treasurer has signed the form, it must be submitted to the Office of Student Affairs for signature by Ms. Chite and Dean Rosenfeld, and further processing. To receive reimbursements or to pay an outstanding invoice from your non-S.B.A. account, students must submit a completed Check Requisition Form, along with original receipts, invoices or other proof of payment, directly to the Office of Student Affairs.

Check Requisition Forms are available in the Office of Student Affairs. The forms must be filled out completely; incomplete forms will be returned. Please feel free to ask Ms. Chite for assistance with completing the forms.
Procedures for Deposits
Organizations are not permitted to deposit money into their S.B.A. accounts. All collected funds should be deposited into non-S.B.A. accounts. In order to deposit money, you must obtain an Official Receipt Form (Appendix F) from the Office of Student Affairs. Complete all information requested on the form, including the organization’s income account number. (Please note, as stated earlier, that this income account number is different from the budget number used for reimbursement requests.) Take the completed form and deposit to the cashier in the Office of Financial and Academic Records (Memorial Hall) and obtain a validated copy for your records.

Please remember that funds deposited into these accounts will not be available for cash withdrawals – only for the reimbursement of specific expenses.

Procedures for Purchase Requests
If you are planning to purchase personalized items (e.g. plaques, t-shirts, etc.) for your organization using funds in your Hofstra accounts, and you will be spending more than $100, you must coordinate these purchases through the University’s Purchasing Department by using a Purchase Request Form (Appendix E). Before submitting this form, please make sure that your organization has sufficient money either allocated by the S.B.A., or in your non-S.B.A. account, to cover the purchase amount. Purchase Request Form No. 10 may be obtained from the Office of Student Affairs (Room 244). Complete all information requested on the form, including the organization's budget number, name of vendor, description of item(s) to be purchased and estimated total dollar amount, and then submit the completed form and invoice for the item(s) to be purchased to the Office of Student Affairs for approval.

Policy Regarding Contracts
All contracts between a student organization and an outside vendor must be submitted for review, approval and signature to the Vice President for Financial Affairs for the University. Students may not sign contracts on behalf of an organization.

Please keep in mind that the contract review process may be lengthy. Please allow at least 6-8 weeks for contracts to be reviewed and signed. All proposed contracts must be brought to Ms. Chite who will review the paperwork and submit it to the Office of Financial Affairs for processing. Copies of the signed contracts will be placed in the appropriate student organization mailboxes.

For one-time agreements with outside vendors for services such as a D.J. or band, a Single Engagement Contract Form must be signed by the outside vendor and submitted to Ms. Chite for processing. For copies of this form, please visit the Office of Student Affairs.

Policy Regarding Off-Campus Bank Accounts
University policy strictly prohibits off-campus accounts that use the name "Hofstra." In addition, all funds collected by using the name "Hofstra" (e.g., subscription revenues) must be deposited in your University non-S.B.A. account.

Accounting Requirement
Each organization’s treasurer is responsible for keeping accurate records of the organization’s financial transactions. Each treasurer is responsible for providing an end-of-the-year accounting to the Office of Student Affairs. This accounting should list, in detail, the specific expenses for which the organization spent its money during the year. It should also include all collected funds from fundraising, donations, etc.
V. OFF-CAMPUS EVENTS (BANQUETS, ETC.)

Some organizations hold major off-campus events, such as banquets, roundtable dinners, and the like, during the school year. Because these events are generally more expensive and elaborate than the events held on-campus, they require greater advance planning and coordination.

Setting the Date
Set the date as early as possible to avoid scheduling conflicts.

Clear the date with Ms. Chite (and with Joanne Ramirez, Assistant to Dean Twerski, at 463-5854 if you would like the Dean to attend).

Complete an Event Scheduling Form and submit it to Ms. Chite for approval.

Submit your unsigned contract to Ms. Chite at least 6 to 8 weeks in advance of the event date. This contract will be reviewed and forwarded to the Vice President for Financial Affairs for approval and signature. Students may not enter into a contract on behalf of their organization.

Working within a Budget
Keep in mind that you are limited to the funds allocated to your organization by the S.B.A., unless your organization has fundraised and collected additional money. Please note that certain types of events may not be funded by the S.B.A. Please consult the S.B.A. Constitution and Budget Code for specific details.

Expenses that you may incur: printing (invitations, programs), postage (outside envelope & return envelope), caterer/restaurant, photographer, gift or fee for keynote speaker, miscellaneous tips, entertainment.

Payments
To prepare a check for a vendor in advance of an engagement date, a fully executed copy of the contract between the vendor and the University must accompany a Check Request Form. Please remember that the contract review and approval process takes approximately 2 months to process. Also, please note that a Check Request Form take approximately 2 weeks to process. THEREFORE, if you would like to have a check prepared for a vendor before the date of an event, you must start the contract review process at least 2½ months in advance of the event date.

Ordering Labels/Guest Lists
Allow approximately 3 weeks advance notice for all requests. Plan accordingly.

Consult your faculty advisor for potential invitees and keynote speakers.

The Mailroom can directly scan addresses from an Excel spreadsheet onto non-glossy postcards and envelopes. At least three weeks advanced notice is necessary for such a request. In addition, a Request for Mailing Form must be submitted for each Excel spreadsheet mailing. Please contact a representative in the Mailroom at 463-6843 for further information and to obtain the form.

Contact Ms. Chite for an Excel spreadsheet of addresses for invited alumni. (If any invitations are returned due to incorrect addresses, please bring them to the Office of Alumni Relations.)
Give a copy of the list of honored guests to the Dean and Vice Deans at least 2 days prior to the event (i.e. judges and government officials - include first name, last name and title). Give them a revised list on the night of the event to confirm which honored guests are actually in attendance.

**Invitations/Printing**
The University’s Publications Department (located in Butler Annex, 463-6963) can create professional-quality materials such as invitations and response cards free of charge. Before contacting the Publications Department:

Determine the style of your invitation. Refer to invitations from previous student organizations’ events. Choose one that is simple and less costly. We suggest a one-sided 5" x 7" card or a 4" x 6" folded card.

Mark-up a similar invitation from previous events. Also, prepare a typewritten copy of the new text for your invitation. Be sure to set the R.S.V.P. date for approximately 7 days in advance.

Bring a copy of all printed material to Hofstra University’s Publications Department. **Allow three weeks for them to review the materials, create an invitation and return it to you.**

Determine the number of invitations to be printed, and then contact the Law School Copy Center for duplicating. The Copy Center can photocopy black and white professional-quality materials free of charge.

**Seating Arrangements**
Protocol requires that the Dean and the Vice Deans be seated with the keynote speaker and other honored guests. This table should be physically located in the center of the room and/or near the podium. As a general rule, faculty, administration, and students should be interspersed among judges and honored guests. It is best to avoid separate tables of any one group.

Prepare the seating chart a few days before the event.

Prepare the table cards the day before the event.

Bring the guest list, seating chart, and blank table cards on the night of the event.

Prepare for “no shows” and unexpected guests - revise the seating chart/table cards as guests arrive.

**Other Important Information**
In order to publicize the event, please submit information for inclusion in *Hofstra Law Happenings* to the Office of Student Affairs. In addition, forward information about the event/keynote speaker to Lisa Berman, Acting Director of Development in Room 029L.

Make arrangements to have photographs taken at your event.

Determine Kosher and vegetarian meal requirements and alert the caterer.

A few days before your event, confirm all arrangements - caterer, photographer, entertainment, etc.
If you have a guest speaker or a panel of guest speakers at your event, always make sure that there is a pitcher of water and plastic cups on the podium and/or table.

Arrangements for audio/visual equipment (microphone, VCR, overhead projector, etc.) for events taking place in the Law School can be made with the Copy Center. You should give the Copy Center at least one week’s notice.

If you are honoring a person who has passed away, the proper way to word this on the invitation is “in memory of” not “in honor of.”

If your event requires a registration/“check-in” table, you should arrange to have “skirts” for the tables. If the event is on-campus, these arrangements can be made through Dining Services at 463-5395. If the event is off-campus, let the restaurant/catering hall know that you will require a registration table and that it should be “dressed.”

If your event is held in a restaurant/catering hall, it is customary to tip either the Head Waiter or the person who is in charge the night of the event. Unless you are completely dissatisfied with the service that you receive at your event, generally an appropriate amount to tip the Head Waiter or person in charge is $0.50 - $0.60 per person in attendance. For example, for a party of 100 people, the Head Waiter should be given a $50.00 - $60.00 tip. You may choose to hold some of the cash received from ticket sales to use for the tip money.

**Checklist**
The following is a checklist of the items that you may want to bring with you to your event:

- camera and film
- contract for restaurant/catering hall
- copy of all check requisitions for all monies already paid
- envelope for any money received night of event
- extra name tags
- extra table cards
- gifts
- guest list
- list of honored/recognized guests for Dean and Vice Deans
- masking tape
- pre-printed nametags
- pre-printed table cards
- programs
- red pen
- scissors
- scotch tape
- seating charts
- small pad
- thin black marker
- tip money

* * *

We hope you have found the information in this Handbook to be useful. Please feel free to contact us at lawstudentaffairs@hofstra.edu with suggestions, comments or concerns. We look forward to working with you next year.