



## General Tips for Event Planning

Contact your club's advisor with questions. No need to contact the entire office.

Consult with your advisor on appropriate event dates BEFORE scheduling.

NYU (not NYU Stern) signs all contracts. A student signing a contract takes on all liability of the contract.

Allow **at least** 4 weeks for processing of contracts and insurance requests.

If your event is on-campus and involves alcohol there must be a server present and food must be served.

Work with MBA Student Activities to reserve a bus. You will need the date, pick-up time, return time, pick-up location(s), drop-off location(s), and number of travelers. Academy Bus is the NYU contracted charter bus service.

Submit catering requests at least 1 week in advance using the [Special Event Request Form](#).

Submit [media requests](#) at least 5 business days in advance.

Reserve classrooms, special event space and lobby space through [Sternlinks](#). Select the "Reserve a Room at Stern" link.

All event flyers and posters must be approved by MBA Student Activities prior to hanging. Clubs can hang 10 flyers per event. Approved locations are block classrooms and bulletin boards outside the KMC lockers. Flyers should not be posted in UC-100. Nothing should be taped to the white board behind the club space in the KMC lobby.

Advertise your event in [MBA Announce](#). 2 announcements per event are permitted. MBA Announce is sent by SCorp on Mondays at 8:00am. The deadline for submissions is Sunday at 5:00pm.

Inform MBASA before inviting high profile speakers (C-Level, prominent alumni)

Be sure to send club/event emails to the appropriate audience.

Remember to factor in the ~2.5% paypal fee into event registrations on CampusGroups.

Reimbursement and deposit forms are located in the MBA Leader's Suite (KMC 6-130)

Keep the MBA Leader's Suite (KMC 6-130) clean

No club events involving MBA1s are permitted to take place between 12:00-1:20pm on Monday's

Club websites should be displayed as <http://www.stern.nyu.edu/club> (with "club" replaced by the club's NetId). Club's are not permitted to host .com websites.

### **Mail**

When mailing items to the Leader's Suite please use the address below:

Club/Event Name

Club Contact

44 West 4<sup>th</sup> St.

Suite 6-130

New York, NY 10012

Boxes will be placed behind the wall in the rear of the room on the left.