

## **Policies for Chicago-Kent's Student Organizations Calendar**

If the organization's event takes place at the law school, a room must be reserved prior to posting the event on the calendar. On the rare occasions when rooms cannot be reserved prior to posting events (e.g., planned far in advance, waiting for class schedules to be completed, waiting to determine number of attendees, etc.), the event may be submitted with a "TBA" location. (Please note that an event submitted with a "TBA" location may not be approved for posting until the location has been determined.)

There are two general types of events that can be posted to the Student Organizations Calendar: 1) events open to the entire law school community; and 2) organization meetings that are open to the law school community. Closed officer meetings will not be posted.

Student organizations may also post announcements about bake sales, ticket sales and other fundraising efforts. If the director of student services or SBA president determines that these types of postings are becoming a problem, this policy will be discontinued.

Organizations may post events that require attendees to submit RSVPs.

For an event to be included in the weekly SBA events e-mail, the event must be posted to the Student Organizations Calendar by Friday of the previous week.

All submissions for the Student Organizations Calendar are approved prior to posting by either the director of student services or the Office of Public Affairs. If, after reviewing an event and these policies, it is unclear whether an event should be placed on the Student Organizations Calendar, the president of the Student Bar Association will be consulted.

For an event to be cross-listed on both the Student Organizations Calendar and Chicago-Kent's main Events Calendar, the event must appeal to multiple audiences, including students, faculty, staff, community members and/or the general legal community. The director of student services, the director of institutional projects and/or the Office of Public Affairs will determine whether events should be cross-listed on a case-by-case basis.

The calendar should be used as a way to promote events to the law school community and as an organizational tool for student organizations. Please check the calendar prior to planning an event to try to avoid conflicts with other events at the law school.

**Instructions for posting events on the Student Organizations Calendar are on page two.**

## Instructions for posting events on the Student Organizations Calendar

Prior to submitting events to the Student Organizations Calendar, please check the calendar to determine an appropriate date and time for the event that will not conflict with other events drawing on a similar audience. If the event takes place at the law school, submit a Room Reservation Request Form, which can be found on the main Student Portal page or at [http://www.kentlaw.edu/depts/administration/rm\\_resv.shtml](http://www.kentlaw.edu/depts/administration/rm_resv.shtml).

Once a room has been reserved and you have received a confirmation e-mail with the room number, please follow the instructions below to have the event posted to the Student Organizations Calendar:

1. Open the online calendar either from the Chicago-Kent home page or by going to <http://calendar.kentlaw.edu>. Click on the “go to calendar” button or “view all public calendars” link. (You do not need to log in.)
2. Click the yellow “submit event” button on the main calendar page.
3. Complete the form by filling in the information about your event. Some important tips:
  - Select a calendar: Make sure to choose the Student Organizations Calendar **only**. You must remove the calendar named “All Public Calendars,” which is selected by default.
  - Please include your organization’s name in the title field of the posting, if possible. Always be sure to include the organization’s name in the description field and in the student organizations field.
  - Name and e-mail: Please use the name of the contact person for the event. The e-mail address should either be the contact person’s e-mail address or the organization’s e-mail address.
  - Description: If you want to use formatting in the description (i.e. bold, italics, bullets, etc.), you will need to use HTML code. Instructions for how to do this type of formatting and how to create links to other documents can be found in the Help section of the calendar. To access the Help section, click on the red question mark located near the top of the screen.
  - Repeating events: Most events posted to the calendar *never* repeat. You can generally ignore this section of the form and keep “never” as your choice. Repeating events refers to events that happen on the same day every week or occur for multiple days in a row. For example, if your organization hosts a reading group that meets at 1 p.m. every Tuesday for the entire semester, you could submit a repeating events post.
  - Off-site events: On-site events appear in blue and off-site events appear in green in the event listing. Events are categorized as on-site by default, so you do not need to do anything for those events. If your event not inside of the Chicago-Kent building, you will need to click on the tab at the top of the form labeled “color/category” (before pressing submit). Select off-site from the drop-down box.
4. Click “Submit Event” on the bottom of the form.
5. Your event will be posted to the calendar as soon as it is approved. If the event is submitted on a weekday, it is usually approved and posted within 24 hours of submission.