

TRU LAW EVENT GUIDELINES FOR SLS CLUBS

SELECTING EVENT DATES

When choosing a date for your event, prioritize the availability of your invited guests and fellow students. If their presence is essential, try to accommodate their schedules. Should a guest speaker be unavailable in person, teleconferencing is an option in most classrooms.

Considerations:

Ensure your event doesn't overlap with major Faculty of Law activities like 1L Moots, the Research Series, or the Law Career Fair. To avoid conflicts, consult the Special Projects and Events Coordinator (SPEC) at lawevents@tru.ca and check the TRU Law Events Calendar [here](#). If you need an event added, simply email the SPEC with the details.

ROOM BOOKING

There are several ways to book a space at TRU:

1. **Through the Divisional Assistant (DA):** For 3rd-floor classrooms, the Atrium, boardroom, and Faculty Lounge, contact Teresa Torchia (ttorchia@tru.ca).
2. **Online Room Bookings:** For spaces across campus, submit a request [here](#). You'll typically receive confirmation within 2 business days.
3. **Law Library or Reading Room:** Contact Law Librarian Michelle Terriss (mterriss@tru.ca) for these spaces.

Room Sizes:

For larger events, consider booking the following rooms:

- HOL 190 (capacity: 300)
- Clock Tower Theatre (capacity: 212)
- Mega Room (90 seated, 120 with bleachers)

EVENT PROMOTION

To ensure strong attendance, promote your event effectively using these free options:

- **TRU Events Page:** Submit your event [here](#). Allow 1-2 business days for approval.
- **Faculty of Law Website:** Post your event to the TRU Law Events Calendar.
- **Social Media:** Request SLS to post on their Facebook page. You can also ask the SPEC to share it on the TRU Law social media accounts to reach a wider audience.

- **TV Screens:** To display your event on the 3rd and 4th floor TVs, create a JPG document and send it to the SPEC. You will find samples of templates from MARCOM [here](#).
- **Posters:** Use designated bulletin boards on the 3rd and 4th floors. After the event, remember to take down your posters.
- **Email Notifications:** To send event details to all faculty, staff, and students, email your content to the SPEC (lawevents@tru.ca). Allow 1-3 business days for distribution.

FURNITURE ARRANGEMENTS AND WORK ORDERS

If your event requires changes to the room setup, it is the responsibility of the event organizer to arrange the setup and ensure the space is returned to its original configuration following the event. Please plan for any furniture movement, room layout adjustments, setup, and takedown needs in advance. Event organizers should also ensure sufficient time and resources are available to complete any set-up and reset activities before and after the event.

GIFTS FOR GUEST SPEAKERS

To request a thank-you gift for guest speakers, submit a request [here](#) at least 2 business days in advance. TRU admin will determine the type of gift your guest(s) will receive based on the services provided.

PARKING FOR GUEST SPEAKERS

Contact the Program Assistant lawreception@tru.ca for parking information. General or Economy parking is free after 5 p.m. and on weekends.

CATERING

You can choose any catering service on campus. However, if hosting an event at CAC, you must use Aramark. If alcohol is being served, ensure a Serving It Right certification is in place or work with Aramark for a cash bar option.

REQUESTING AN ELDER

To invite an Elder to speak or perform an opening welcome/prayer, ensure you've allocated funds for an honorarium and any other necessary arrangements (e.g., transportation or a meal). Contact Kimberly Rolle at krolle@tru.ca for assistance.

MEDIA SERVICES AND EQUIPMENT RENTALS

If you require livestreaming, recording, or additional AV equipment, contact Leon Racicot (lracicot@tru.ca) or borrow equipment from the TRU Library.

FUNDING AND SPONSORSHIP OPPORTUNITIES

- **TRUSU Funding:** Apply for conference attendance or event hosting grants through the Comprehensive University Enhancement Fund (CUEF) [here](#).
- **Faculty Funding:** There are two deadlines for each academic year (August 30 and November 29) to apply for funding. Forms are available [here](#).
- **Sponsorship:** Clubs are encouraged to seek sponsorship from law firms or other organizations, which must be arranged by club members.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD) APPROVAL

If you plan to invite community lawyers to your event, consider applying for CPD credits. Contact Assistant Dean Desmond MacMillan (dmacmillan@tru.ca) for assistance with this process.

FOR ALL CLUBS

You are responsible for name tags, tent cards, posters, and any kind of advertisement material. We have a limited number of tablecloths. If you require an excessive amount, you will need to rent them. If you are borrowing the faculty tablecloths, they must be returned folded.