HOLDING AN EVENT IN BARRISTERS HALL
Please be aware of the timeline when booking your event.

6+ weeks in advance
- Check Master Planning Calendar for availability
- Consider if Barristers Hall is the suitable event space for you:
  - Perfect for receptions and dinning
  - Less ideal for lectures and panels that need to use technology
  - The cost will vary with your set-up, the budget for facilities range from $120 to $250
    Please consider costs for catering, AV support, and etc. when deciding to use the space
- Secure funding prior to the next step

6 weeks in advance
- Send in request by filling out the Room Reservation Request Form:
  - Select a diagram
  - Provide event and set-up details
  - Download and save your response summary for your records!
- Receive confirmation from lawres@bu.edu
- After confirmation, register your event in Engage (having an approved event is a precursor to paying vendors)

4+ weeks in advance
- Request all services for the event by contacting:
  - Catering - catering@bu.edu or 617-353-2957
  - Tech Support (mics, screen, podium, etc.) - lawav@bu.edu & copy laworgs@bu.edu (if Law Academic Media Services is not available, contact LETS at classrooms@bu.edu & copy laworgs@bu.edu)
  - Include any other vendors specific to your event
  - Place any orders
- After confirmation, register your event in Engage (having an approved event is a precursor to paying vendors)

4-3 weeks in advance
- Arrange payment to all vendors
  - Submit purchase request in Engage (for Diversity Funds, follow the procedures outlined in the Protocols for Donated Funds)

3-2 weeks in advance
- Follow up:
  - Respond to laworgs@bu.edu
  - Check that event is approved by checking the Master Planning Calendar
  - Check that vendor payments are approved
  - Confirm diagram and any other details
- Promote your event!

Event day
- Have a wonderful event!
Diagram A
Facilities Estimate: $246
# of chairs: _____
Podium: Y/N
Table up front: Y/N
Coat Rack: Y/N

Event Name:
Date:
Time:
Estimated Attendance:
Contact:

Additional Set-Up Information:

Large Lecture Style Set-up
- Recommended for set-ups between 50-100 people
- Table and chairs can be placed up front

Updated 08/06/22
Facilities Estimate: $164
# of chairs:_____
Podium: Y/N
Table up front: Y/N
Coat Rack: Y/N

Additional Set-Up Information:

Small Lecture Style Set-up
-Recommended for events between 20-50 people
-Can setup without table.

As of 08/06/22
Facilities Estimate: $164

# of chairs: _____

# of tables: _____

Podium: Y/N

Coat Rack: Y/N

Event Name:
Date:
Time:
Estimated Attendance:
Contact:

Additional Set-Up Information:

**Luncheon/Dinner Set-up**

- Up to 10 tables
- If using a Podium, it can be placed in 2 different areas
- 8 chairs per table
- Maximum of 80 people for a seated dinner

Updated 08/06/22
Event Name: 
Date: 
Time: 
Estimated Attendance: 
Contact: 

Additional Set-Up Information: 

Cocktail Reception Set-up 
-Up to 6 Cocktail tables 
-Chairs placed around the room 
-A table for a bar 
-Podium can be placed in 2 different areas 
-Capacity is about 100