

# 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](mailto: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](mailto:catering@bu.edu) or 617-353-2957
  - Tech Support (mics, screen, podium, etc.) - [lawav@bu.edu](mailto:lawav@bu.edu) & copy [laworgs@bu.edu](mailto:laworgs@bu.edu) (if Law Academic Media Services is not available, contact LETS at [classrooms@bu.edu](mailto:classrooms@bu.edu) & copy [laworgs@bu.edu](mailto: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](mailto: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:

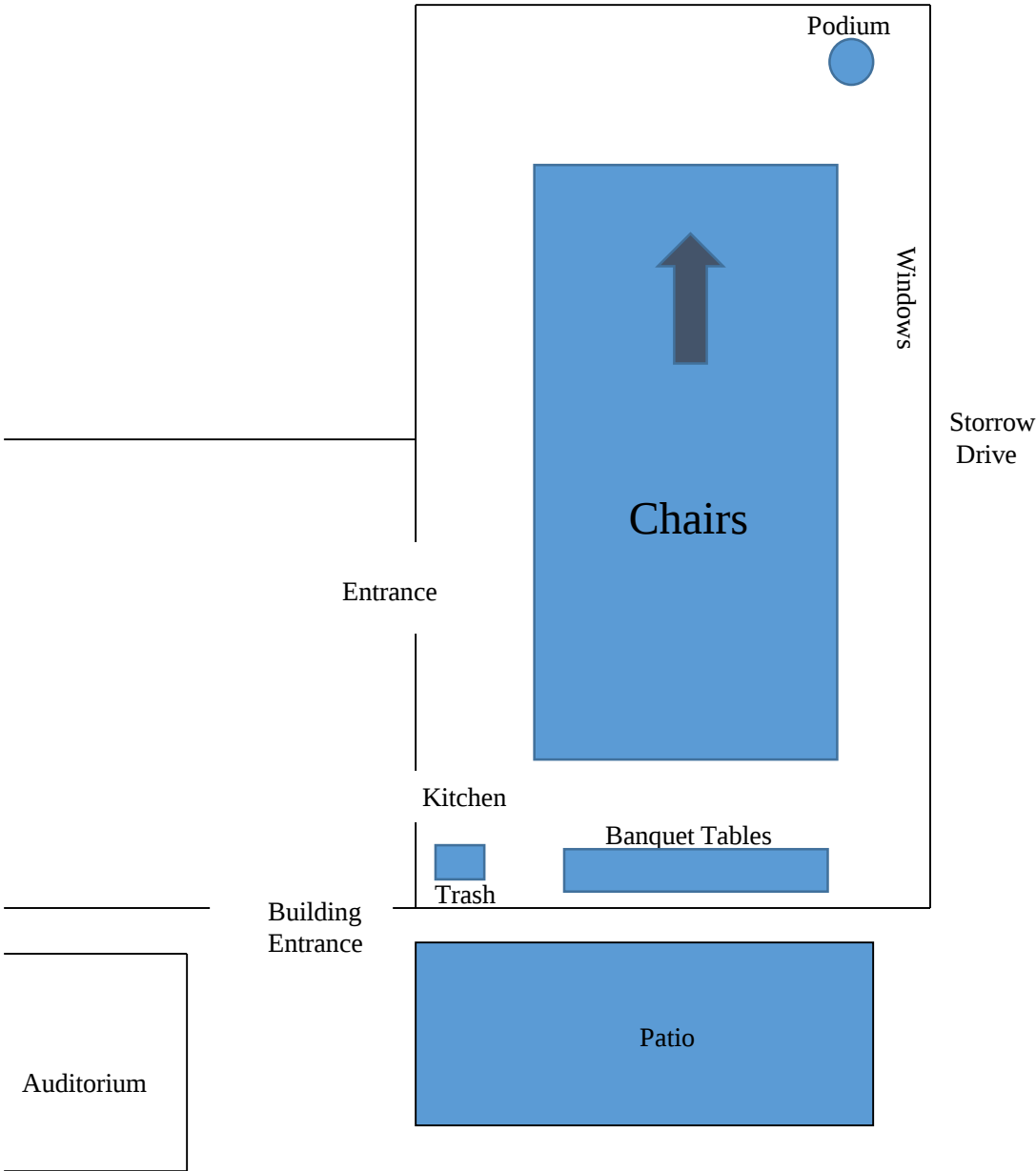
Contact:

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

Barristers Hall



# Diagram B

Facilities Estimate: \$164

# of chairs:\_\_\_\_\_

Podium: Y/N

Table up front: Y/N

Coat Rack: Y/N

Event Name:

Date:

Time:

Estimated Attendance:

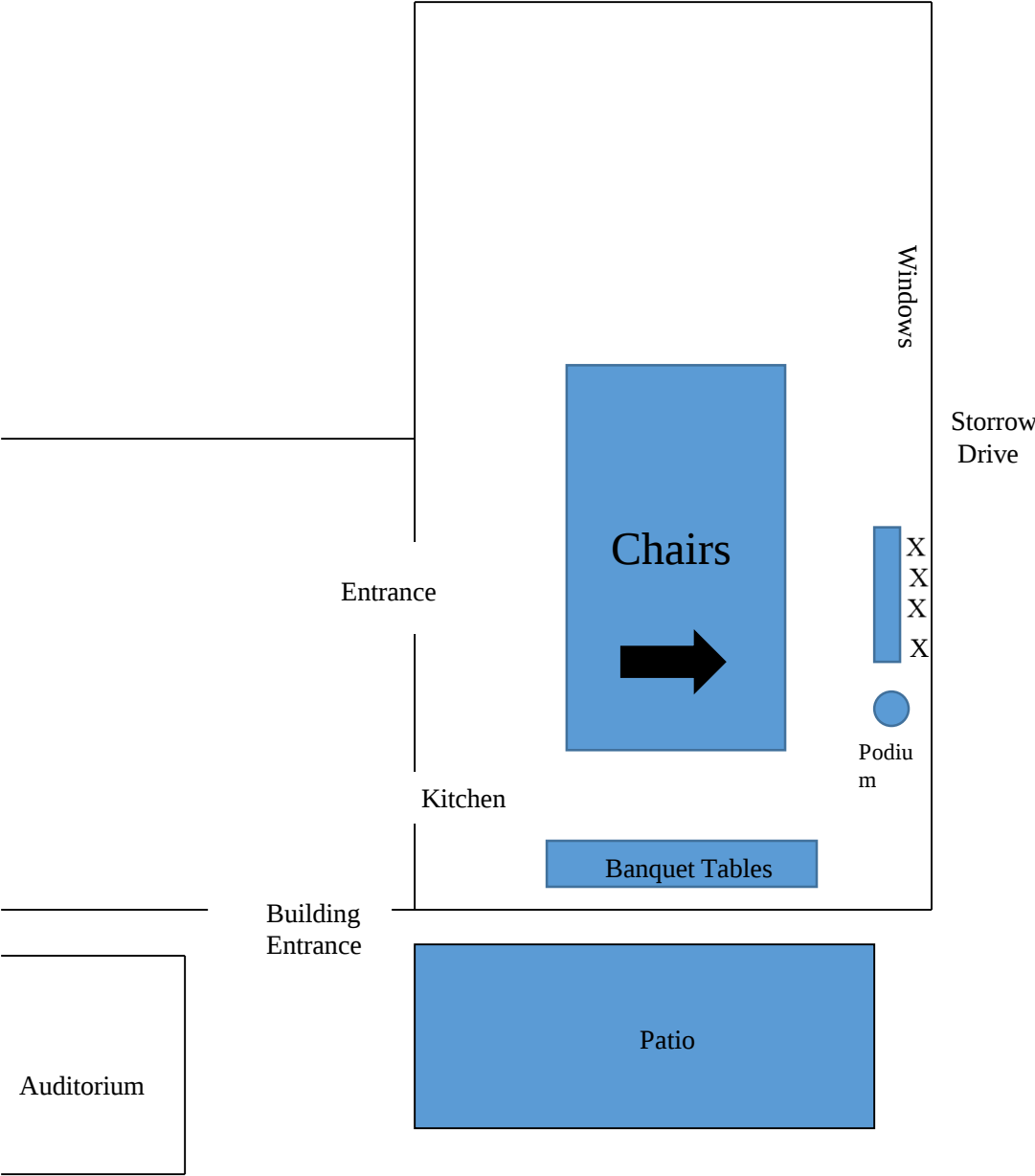
Contact:

Additional Set-Up Information:

**Small Lecture Style Set-up**

- Recommended for events between 20-50 people
- Can setup without table.

## Barristers Hall



As of 08/06/22

# Diagram C

Facilities Estimate: \$164

# of chairs:\_\_\_\_\_

# of tables:\_\_\_\_\_

Podium: Y/N

Coat Rack: Y/N

Event Name:

Date:

Time:

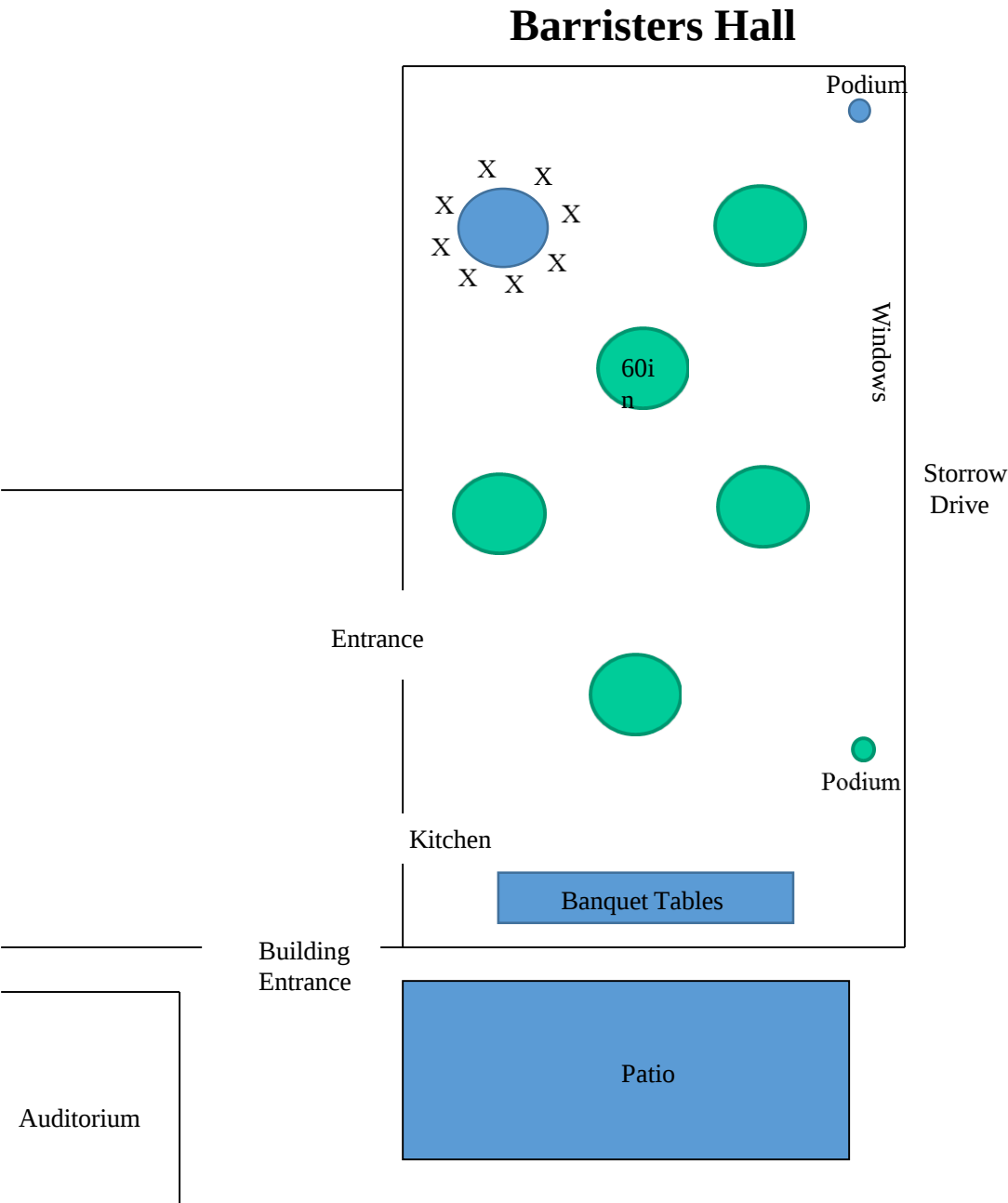
Estimated Attendance:

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



# Diagram D

Facilities Estimate: \$123

# of chairs:\_\_\_\_\_

# of tables:\_\_\_\_\_

Podium: Y/N

Bar Table: Y/N

Coat Rack: Y/N

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

## Barristers Hall

