

## Building Operations Event Guidelines

Room/Event Request Form: [lawastra@nova.edu](mailto:lawastra@nova.edu)

Room Set Up, AV, Catering: Jillian Barbosa - [jb1934@nova.edu](mailto:jb1934@nova.edu)

Marketing: Kathy Perez - [kperez1@nova.edu](mailto:kperez1@nova.edu)

Alumni: Karen Rose - [kr550@nova.edu](mailto:kr550@nova.edu)

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## Event Setup Information

Securing a room is the **first step** to planning your event:

1. Please select the setup you would like for your event.
2. Setup options are organized by the specific setups available for the specific available event space(s) and diagrams are provided below
3. Please review the available a-la carte add-on selections for each option and select the appropriate areas
4. The Atrium is only available for organization fair-style events and shall only be requested accordingly
5. Events set up will be processed in the order they were received, set ups will only be done once a day in a room, if another event has booked the space and have a specific set up, your event will have to use that set up or change your event date.

### **EVENT SPACE: 3<sup>RD</sup> FLOOR PANZA MAURER LAW LIBRARY**

#### **Option 1: Classroom Style Setup**

Includes:

- Rows of conference tables with chairs down the center portion of the room with an aisle down the middle. *\*this specific setup allows for a maximum of 100 attendees. Please indicate amount of chairs needed:*
- Podium with NSU Law Podium Banner at the head of the room.
- US, Florida, & NSU Flags at the head of the room.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

Staged soft seating using current couches on either side of room. Please select as follows:  
right-side of space                      left-side of space                      both

Reception area to one side to include 3 tables down the center for catering and 8 in-house high top tables.

Linens for the High-Top tables. (*\*rental costs for linens will be incurred*)

Round banquet tables to one side to seat up to 100 people. (*\*rental costs for tables, chairs and linens for will be incurred*)

#### **Option 2: Auditorium Style Setup**

Includes:

- Rows of chairs down the center portion of the room with an aisle down the middle. *\*this specific setup allows for a maximum of 120 attendees. Please indicate amount of chairs needed:*
- Podium with NSU Law Podium Banner at the head of the room.
- US, Florida, & NSU Flags at the head of the room.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

Staged soft seating using current couches on either side of room. Please select as follows:  
Right-side of space                      left-side of space                      both



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Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

### Option 2: Auditorium Style Setup

Includes:

- Rows of chairs with an aisle down the middle. *\*this specific setup allows for a maximum of 75 attendees. Please indicate amount of chairs needed:*
- Podium at the head of the room.
- 2-3 rectangular tables at the rear of the room for catering/buffet.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

### Option 3: Hollow-Square Style Setup

Includes:

- A large square using rectangular tables. *\*this specific setup allows for a maximum of 50 attendees. Please indicate amount of chairs needed:*
- Podium at the head of the room.
- 2-3 rectangular tables at the rear of the room for catering/buffet.

Add-ons: NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

### Option 4: U-Shape Style Setup

Includes:

- A large "U" using rectangular tables. *\*this specific setup allows for a maximum of 30 attendees. Please indicate amount of chairs needed:*
- Podium at the head of the room.
- 2-3 rectangular tables at the rear of the room for catering/buffet.

Add-ons: Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

### Option 5: Reception Style Setup

Includes:

- Row of tables down the center for catering/buffet. *\*this specific setup allows for a maximum of 50-65 attendees.*
- 8 High-top tables around buffet table(s) perimeter.

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- 2-3 rectangular tables at the rear of the room for additional catering/buffet options.

Add-ons: Bar on wheels

Podium at the head of the room.

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

### **EVENT SPACE: FACULTY TERRACE (ROOM 229)**

#### **Option 1: Classroom Style Setup**

Includes:

- Rows of conference tables with chairs and an aisle down the middle. *\*this specific setup allows for a maximum of 50 attendees. Please indicate amount of chairs needed:*

- Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

#### **Option 2: Auditorium Style Setup**

Includes:

- Rows of chairs with an aisle down the middle. *\*this specific setup allows for a maximum of 50 attendees. Please indicate amount of chairs needed:*

- Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

#### **Option 3: Hollow-Square Style Setup**

Includes:

- A large square using rectangular tables. *\*this specific setup allows for a maximum of 35 attendees. Please indicate amount of chairs needed:*

- Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

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### Option 4: U-Shape Style Setup

Includes:

- A large "U" using rectangular tables. *\*this specific setup allows for a maximum of 30 attendees. Please indicate amount of chairs needed:*
- Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

### Option 5: Reception Style Setup

Includes:

- Row of tables down the center for catering/buffet. *\*this specific setup allows for a maximum of 50-65 attendees.*
- 8 High-top tables around buffet table(s) perimeter.
- Banquets on the side of the room for catering

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

## **EVENT SPACE: ATRIUM**

### Option 1: Organization Fair Style Setup

Includes:

- Two large hollow squares, one inside the other, using 6ft tables *\*this specific setup allows for a maximum of 45 tables*
- 2-3 chairs per table, facing in

Add-ons: Podium at the head of the room.

Table at the head of the room with 2-3 chairs for panelists. Please indicate how many panelist chairs are needed:

NSU Law Podium Banner

US, Florida, & NSU Flags at the head of the room.

Linens for all the tables. (*\*rental costs for linens will be incurred*)

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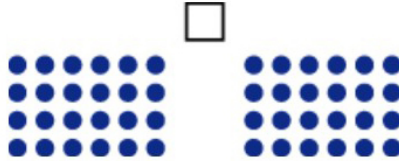
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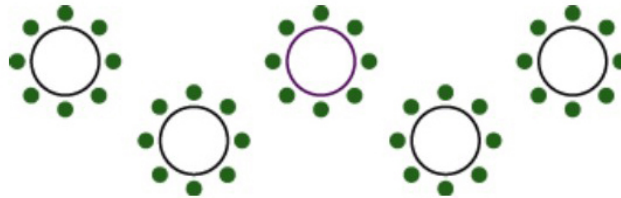
## Meeting Room Setups & Styles

### Auditorium Style



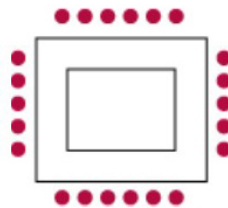
Appropriate for lecture or larger groups that do not require extensive note-taking.

### Banquet Style



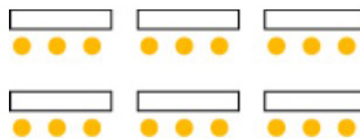
Used for meals and small groups discussions. Each round table seats 10 people comfortably.

### Hollow Square Style



Appropriate for groups fewer than 30 where there is a group leader or panel seated at the head of the set up.

### Classroom Style



Most desirable for long lectures. For larger group of attendees, tables may need to be rented.

# Building Operations Event Guidelines

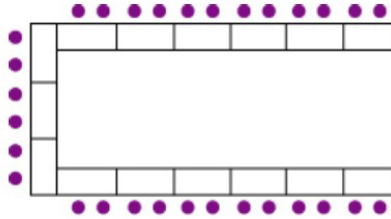
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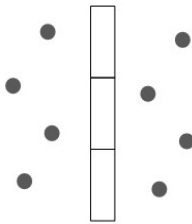
Alumni: Karen Rose - [kr550@nova.edu](mailto:kr550@nova.edu)

## U-Shape Style



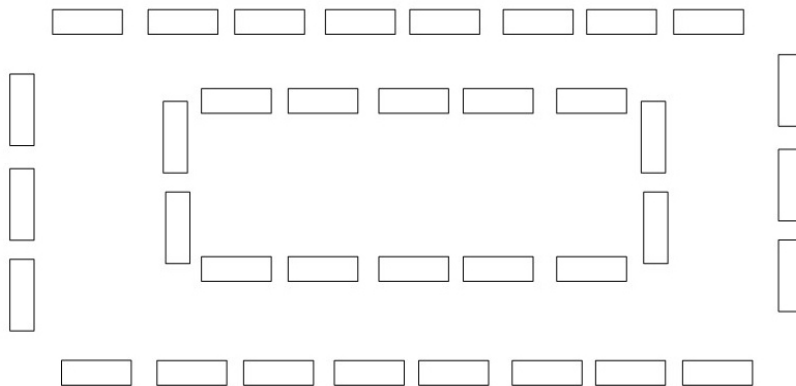
Appropriate for board room style groups, with or without a presenter or presentation at the head of the space.

## Reception Style



Appropriate for receptions. Rows of tables down the center for buffet/food with 8 high top tables around it's perimeter.

## Organization Fair Style (\*\*Atrium only)



Appropriate for organization fairs. This setup is only allowed in the Atrium for select events. Rows of tables in two double-squares with 2-3 chairs per table.

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## Parking Information

1. Limited parking is available for your guest speakers and VIP guests in the faculty/staff lot immediately in front of the Shepard Broad College of Law (AC12 & AC13 lots), parking will be in a first come first serve basis. All registered VIP guests must receive a parking pass in order not to pay the \$1/hr parking fee. Guests may park in empty parking spaces **except** for those that are specifically designated (i.e. Reserved for the Dean, Law Clinic Visitor's only, PILS, Visitors, etc.).
2. Upon request, parking instructions can be provided for your outside attendees. Dependent on the location on campus where parking is assigned for your attendees, parking directional signs will be posted accordingly if requested.
3. Parking requests should be included in your Event Request Form. **All VIP parking requests should be placed at least 48 hours in advance**, these requests are for speakers, judges and special guests that will be parking in our lots AC12 or AC13.
4. For general guests parking request should be sent at least 10 business days prior to event date, Law Administration will assign a parking lot and send the parking pass to event organizer for distribution.

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## Audio Visual Requests

1. Rooms that have in house AV equipment: Must be submitted 12-24 hours prior to the start of the event (i.e. meeting start time 2:00 p.m.; request should be submitted prior to 2:00 p.m. the day before). Note: A fixed AV room is a room already integrated with Projector, screen and sound equipment.
2. Rooms NOT equipped with AV (portable systems needed i.e. projector, laptop on a cart): Must be submitted 48 hours prior to the start of the event. Note: Portable AV equipment are utilized ONLY if a fixed video conferencing room is unavailable
3. AV requests including a non-NSU participant/location: Must be submitted 5 business days prior to the start of the event. This is to allow time to schedule a test, staff and to check equipment availability. In addition this allows any software needs are working properly prior to your meeting.
4. Technical support needs: Outside of normal coverage hours, off-site, or if an engineer is needed for the entire event beyond set-up and tear down. There is a charge of \$30/HR with a 4 Hour minimum. Also, please add 30 minutes each to setup and tear down for an event. (Please note: Normal coverage hours are Monday-Friday, 8:30am-5:00pm)

If you are not sure if you will need AV, see what is offered through Audio Visual below:

- Will you be using your own laptop or would you like to request an OIT laptop (PC only)?

Own laptop	OIT laptop
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- Equipment/Software Needed:

Projector	Document Camera (Elmo)	Screen	Microphone
DVD/Blue Ray Player	Portable Speaker System (2 speakers)	TV Screen/ Monitor	



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## Marketing Information

Kathleen Perez, NSU Law, Director of Marketing and communications  
kperez1@nova.edu, 954 262 6295, Rm L115

Marketing Services include:

Target Audience:

- Students
- Alumni
- Faculty/Staff
- General Public
- FL Bar Members by specialty/certification

Requested Marketing. *Please check all that apply*

- Email Invitation
- Digital or Print Brochure or Postcard
- Post(s) on NSU College of Law Social Media
- Atrium PowerPoint Slide
- Photography

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## CLE Accreditation by the Florida Bar

1. To avoid late fee submit 45 days prior to event date.
2. The Florida Bar application for accreditation: Application must be submitted by Karen Rose
3. <https://www.floridabar.org/wp-content/uploads/2017/04/cle-application-for-accreditation-fill-in-ada-re.pdf>
4. Accreditation Standards: <https://www.floridabar.org/wp-content/uploads/2017/11/BLSE-Policies-300-series.pdf>
5. The cost for accreditation is currently \$225 (this includes a FL Bar rush fee)

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## Career & Professional Development

The Office of Career & Professional Development is here to help you have successful results when it comes to creating events topics and picking your guest speakers.

1. For assistance with finding speakers for your event contact Janice Shaw – [jshaw1@nova.edu](mailto:jshaw1@nova.edu) or Michelle Denis – [mr1895@nova.edu](mailto:mr1895@nova.edu)
2. For ideas on which topics to be covered during an event panel or presentation

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## Alumni Information

1. A record of **ALL alumni attendees**, volunteers, staff/faculty will need to be given to Karen Rose within 24 hours after event.
  2. Reach out to Alumni Relations Director, Karen Rose for gifts to alumni attending your events.
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## RSVP's

1. For events that require payment/fee a Marketplace Form will need to be completed with Jillian Barbosa.
  2. For events with no fee – Please use MS Office Forms, see Karen Rose.
  3. **A record of ALL attendees, volunteers, staff/faculty will need to be given to Karen Rose within 24 hours after event.**
  4. Nametags and table tents are provided by the Alumni Relations Department, please contact Karen Rose.
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## Catering

1. If food is required, please email [jb1934@nova.edu](mailto:jb1934@nova.edu) for recommendations and guidance on how/what to order.
  2. Catering orders that surpass \$100 must be signed off and approved by your Faculty Advisor.
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## Event Day Logistics

- You should have a team ready to greet attendees at NSU Law when they arrive.
- Depending on the size of the event, you may need 3 or more people to help:
  - Minimum 2 people to check them in and direct them to the location of the event
  - Someone should be sure that the room is properly set up and all technology is in place and working properly and all food has been properly delivered.
- Be sure you have the phone and email for all contact people involved in setting the event up.