

# Planning an Event at the Kennedy School

## Beginning the Process

Inform Erin Ward Bibo of your event or conference plans, making note of proposed speakers.

## Finance Information

KSSG recognized clubs/caucuses/PICs, should submit a KSSG Student Activity Fund Event Application (Student Services website → Student Events and Conferences → KSSG Student Activity Fund Event Application) Also email Ellen Pigott and Mel Litter (prior to submitting your room reservation) with an estimate of total costs for all event-related services (food, security, media, etc.). Ellen or Mel will assign the appropriate billing code to your order. Groups not recognized by the KSSG should contact Room Reservations to review the payment process.

## Room Reservations

For a list of reservable rooms at the KSG, go to the Student Services website → Student Events and Conferences → Bookable Spaces for Students. Before submitting a room reservation form, check space availability (KSG Intranet → Facilities/Rm/Carrel Reservation → Report of Available Rooms)

Submit a room reservation request (KSG Intranet → Online Tools → Scheduling Services Student Room Request). Students seeking to reserve the Forum must contact the Forum Office prior to submitting a room reservation request. Submit reservations at least one week prior to event (several months prior to conferences).

The Room Reservations office may give you a Use of Facilities Approval Form to be signed by school officials if your event requires one of the following:

### Guest Speaker(s)

Prior to extending any invitations, email Erin Ward Bibo with the proposed speaker's bio and your event information.

### Food/Beverages

All KSG events must be catered by SODEXHO (no outside caterers). Email [SODEXHO@ksg.harvard.edu](mailto:SODEXHO@ksg.harvard.edu) with your catering order at least one week prior to your event (three weeks in advance for conferences). Include information on the event's sponsor (Club/Caucus/PIC/research center). SODEXHO Menus can be found on the Student Services Site (Student Events and Conferences → SODEXHO Menu). A menu designed specifically for student use is available on the Student Services website (Student Events and Conferences → SODEXHO Student Menu). Note: potluck events are not permitted.

### Security

Security may be required if: liquor is served, a dignitary or VIP will attend the event, there will be a cash transaction (i.e., collecting money for event tickets), the event takes place during the evening or on the weekend. Contact Brian Conroy to arrange security for your event.

### Media

Refer to the Media Services website ([www.ksg.harvard.edu/studioksg/](http://www.ksg.harvard.edu/studioksg/)) to request services for your event. You will be charged extra if you event takes place in the evening, over the weekend or on a holiday.

### Special setup

If your event requires catering, inform SODEXHO of your event's setup requirements at least one week prior to your event. Otherwise, contact Room Reservations with setup requests. You will be charged extra if your event takes place in the evening, over the weekend or on a holiday.

## Advertising

To submit your event on the KSG Student Calendar, go to the KSG Intranet → Calendars → Student Calendar Submission Form. You can also advertise your event by emailing the All Student Listserv: [ksgstudents@lists.ksg.harvard.edu](mailto:ksgstudents@lists.ksg.harvard.edu).

## Contracts

All contracts (i.e., hotel, restaurant venue contracts) must be approved by Mel Litter.

## Contact Information

| Email   | Phone Number | Room  |
|---|--------------|-------|
| Erin Ward Bibo (Student Event & Speaker Requests): <a href="mailto:Erin_Ward@harvard.edu">Erin_Ward@harvard.edu</a> | 495-0860     | L-129 |
| Room Reservations: <a href="mailto:ksgreservations@harvard.edu">ksgreservations@harvard.edu</a>                     | 495-1366     | LG-37 |
| SODEXHO: <a href="mailto:SODEXHO@ksg.harvard.edu">SODEXHO@ksg.harvard.edu</a>                                       | 496-6231     | LG-25 |
| Security: <a href="mailto:Brian_Conroy@harvard.edu">Brian_Conroy@harvard.edu</a>                                    | 495-8955     | LG-33 |
| Media Services: <a href="mailto:media_services_request@ksg.harvard.edu">media_services_request@ksg.harvard.edu</a>  | 495-0493     | L-250 |
| Ellen Pigott (Finances): <a href="mailto:Ellen_Pigott@harvard.edu">Ellen_Pigott@harvard.edu</a>                     | 495-0999     | L-127 |
| Maryellen Litter (Finances): <a href="mailto:Maryellen_Litter@harvard.edu">Maryellen_Litter@harvard.edu</a>         | 496-5056     | L-127 |
| Greg Wilson (Forum Office): <a href="mailto:Greg_Wilson@harvard.edu">Greg_Wilson@harvard.edu</a>                    | 495-1380     | L-265 |

**Student Services Website:** <http://www.ksg.harvard.edu/degreeprograms/studentervices/>

**Note: This guide does not contain all specifics about planning a student event. For a complete list of Kennedy School policies on Student Events, email Room Reservations for a copy of "Student Information on Room Reservations and Event Planning."**