**Advancement Event Services**

All events requiring a Special Event Approval Form (SEAF) must be executed in partnership with the Office of Advancement. This is necessary to ensure the event is planned and executed in a manner consistent with University standards and protocols. The level of engagement required by the Office of Advancement will vary depending on the nature and parameters of the event and will include a mandatory service fee. During the SEAF review process, an engagement level will be assigned to each event by the Office of Advancement. (Please see below for a description of the engagement levels and associated fees). SEAFs submitted less than 90 days prior to the event are subject to late fees. Charging of late fees is at the discretion of the Office of Advancement. ***Please note that failure to obtain prior approval for an event that by definition falls under the SEAF process, is subject to fines of up to $500.***

**Level 1 - $75 *Late Submissions: +$100***

Level one service is the minimum requirement for all approved SEAF events. It includes a mandatory event consultation and establishment of any required contracts with Founder’s Inn. Events requiring more than 1.5 hours for consultation and contracting will be charged at a rate of $50 per additional hour.

*LEVEL 1 EXAMPLE: Annual Judicial Internship Banquet*

**Level 2 - $300 *Late Submissions: +$200***

Level two service is required for a reception, breakfast, luncheon or dinner that involves a VIP speaker and/or VIP guests (up to 75 guests). This level of service may also be required for events where the requester lacks sufficient resources to successfully carry out event planning and production without additional support. For these events, Advancement will not only provide consultation and contracting services, but will also partner with the requester to produce the event and manage the associated logistic (e.g., room décor, food selection and services, equipment rentals, setup, lighting, AV, VIP hosting /handling and transportation). Level two service includes up to (6) hours of support from an Advancement Events Producer. Events requiring more than 6 hours of service, will be charged at a rate of $50 per additional hour.

*LEVEL 2 EXAMPLE: Salute to Teachers*

**Level 3 – $800 *Late Submissions: +$300***

Level three service is required for multi-day events and conferences, events with over 75 guests and for any event where Advancement will need to take the lead in event design, production and logistics. Services at this level may also include event programming (e.g., detailed agendas, play-by-plays, scripting, slides, and coordination of movement on event day) and/or limited marketing support (e.g., pull invitation lists, consultation and proofing of marketing materials produced by the requester). Level three service includes up to 10 hours of support from an Advancement Events Producer and where needed, up to 4 hours of support from an Advancement temp. Advancement marketing support should not exceed 2 hours. Events requiring additional hours of service, will be charged at a rate of $50 per additional hour ($25 per hour for temp support).

*LEVEL 3 EXAMPLE: Global Justice Symposium*

**Marketing Fees**

Events requiring more extensive marketing support (e.g., design and production of invitations, posters, HTMLs, ads, flyers, programs, slides, appeal packages, etc.) will be charged an additional fee of $500.

*EXAMPLE: Global Justice Symposium*