

## Touro University California College of Pharmacy

### Student Event Checklist

- Step 1. Fill out Extracurricular Request Form
  - Email completed form to Irene Favreau ([Irene.Favreau@tu.edu](mailto:Irene.Favreau@tu.edu)) at least **2 weeks** prior to event date
  - Cc Dr. Neeloufar Fakourfar ([Neeloufar.Fakourfar@tu.edu](mailto:Neeloufar.Fakourfar@tu.edu)) and Jennifer Sherrill ([Jennifer.Sherrill@tu.edu](mailto:Jennifer.Sherrill@tu.edu))
- Step 2. Check Master Calendar and secure date
  - Email Karen Malone ([Karen.malone@tu.edu](mailto:Karen.malone@tu.edu))
  - Include following information in email
    - Date requesting
    - Group
    - Contact person
    - Phone
    - Email
    - Event name
    - Start time/End time
    - Room/space requested
    - # of attendance expected
  - Save confirmation number for your request
  - Email Irene Favreau to request for event to be approved for posting on Master Calendar
- Step 3. Request for funding
  - Make sure you have sufficient funds for your event prior to planning
  - Make sure you know the source of funding (SGA, COP, Fundraising)
  - Make sure all paperwork is completed on time – before and after event
  - Reimbursement issued only for approved events
  - Please read Funds & Reimbursement Guidelines for further details
- Step 4. Place Facilities Work Order (on-campus only)
  - <http://facilities.tu.edu/forms/workorder-form.php>
  - This is for any placement of tables, chairs, garbage containers, moving furniture, monitoring parking, open buildings after hours
- Step 5. Contact IT for any audio-visual arrangements (on-campus only)
  - Email [servicedesk@tu.edu](mailto:servicedesk@tu.edu) at least **2 weeks** prior to event
  - Special events may require more time
- Step 6. Order food
  - For Touro University Food Services (TUFS):
    - For approval of request, email [Anita.Rodriguez@tu.edu](mailto:Anita.Rodriguez@tu.edu) or [Raymond.nottie@tu.edu](mailto:Raymond.nottie@tu.edu) at least 2 weeks prior to event
    - Submit completed catering requests to [tuc.dcs@tu.edu](mailto:tuc.dcs@tu.edu) (forms found at [http://facilities.tu.edu/foodservice/.](http://facilities.tu.edu/foodservice/))
    - Make sure you include table linen for food and guest tables
    - Be aware that TUFS has the right of first refusal for catering services for all university events
  - For outside food orders:
    - Contact Rabbi Tenenbaum ([rabbi@tu.edu](mailto:rabbi@tu.edu)) to receive approval of kosher food and for information about approved catering options that meet Touro kosher standards.
- Step 7. Post for sign-ups and document your event on [tustudentlife.com](http://tustudentlife.com)
- Step 8. Publicize

- If you are using any sort of flyer, poster, handout, make sure you use the appropriate school logo
- Anything with branding has to be approved by Andrea Garcia
- If posting flyers around school, they must be approved and initialed by Irene Favreau
- Please refer to the [Branding Cheat Sheet](#) for more specific information
- Step 9. Health fairs
  - For any outreach or health fair that has diabetes glucose testing or any transport of sharps, you have to get approval from Dr. Fakourfar
    - Name of organizer
    - Date
    - Location of event
    - Blood glucose monitors used
    - # of patients screened
  - For off-campus health fairs, if transporting sharps back to school please email Neeloufar Fakourfar the day after event providing:
    - Name of person transporting
    - Date of event
    - Name of event
    - # of containers being transported
  - Liability -
    - Touro sponsored events are covered by Touro 's Liability Insurance
    - If not sponsored by Touro, make sure they have liability insurance to cover students
- Step 10. IPPE hours
  - If this is a new event, please fill out the IPPE hour request form and email to Office of Experiential Education **2 weeks** prior to event for approval
    - Need to have a preceptor to sign off on event
    - If you do not get approved, you will not receive IPPE hours
  - If the event has already been approved, submit your hours and reflection on E\*value
- Step 11. Event Evaluation Form
  - Please complete an [Evaluation Form](#) and submit to Neeloufar Fakourfar no later than **1 week** after event

If you have any questions along the way, please ask COP Student Services!

Dr. Gordon McCarter ([Gordon.Mccarter@tu.edu](mailto:Gordon.Mccarter@tu.edu))

Dr. Neeloufar Fakourfar ([Neeloufar.Fakourfar@tu.edu](mailto:Neeloufar.Fakourfar@tu.edu))

Ms. Jennifer Sherrill ([Jennifer.Sherrill@tu.edu](mailto:Jennifer.Sherrill@tu.edu))