

Did you know that your group can have its own website? Yes, every group is listed on the law school website (and you can work with the Communications and Marketing office to make changes) but BU will host a webpage for you in a separate location. Check out <http://people.bu.edu> to see what you can do with your group's internet presence.

Your event can be posted on the law school website. If you go to JD Central and look at the Calendar section you can submit your event to be posted there to be seen by all visitors to the website.

If the website isn't enough you can have your event on the digital sign in the lobby as well. Just email your event to studaff@bu.edu and we'll make sure it gets on the digital sign for the day of the event.

Fliers – you can post them on any of the corkboards in the stairwells of the law tower. However, there is **NO TAPING FLIERS TO WALLS, DOORS, OR IN THE RESTROOMS**. These are taken down by B&G as soon as possible so why waste your time and fliers – post in the appropriate locations.

Does your group want a table set up in the lobby? They're not always set up, you have to make a request to have a table and chairs. Email lawres@bu.edu to have a table and chairs arranged in the lobby.

Getting alumni involved in your event is a great idea but you have to involve the experts. To ensure continuity from one event to the next when alumni are involved **the law school requires that you work with the Alumni Office when planning an event including alumni**. In these instances it is best to be planning at a minimum of four weeks in advance to assure enough time.