



# Weill Cornell Medicine

## Medical Education

### WCM MD Student Event Guidelines

1. All student events supported by funding from Medical Education/WCM must be organized in partnership with the Education Events Office.
2. The Education Events Office must be contacted at least 6 weeks in advance of the event date.
3. Student-led fundraising events need a lead time greater than 3 months and must be coordinated with both the Office of Education Events and the Office of External Affairs.
4. All off campus vendors and/or venues must submit required contacts to the Education Events Office for review and approval no later than 6 weeks in advance of the event date.
5. Payments to off campus vendors and/or venues must go through the Education Events Office.
6. Alcohol (Beer and Wine only) must be served by a Griffis Faculty Club bartender. Required paperwork related to the serving of alcohol must be submitted accordingly. Food must be provided if alcohol will be served.
7. In accordance with current institutional guidelines, for all on-campus events, only vaccinated individuals may attend (<https://wcmcentral.weill.cornell.edu/covid-19-updates/health-safety-policies> )

### Checklist for Student Events

#### **Small Events/Meetings on Campus – no external vendors on-site, less than 50 attendees**

1. Student organizers must contact Sahira Torres to submit a request to reserve on-campus space via Campus Groups (For more information, visit [On-campus Meeting Space page](#))
2. If approved, Sahira Torres will submit a request via the WCM Event Services portal to obtain the event space on the behalf of students.
3. Event Services will confirm or reject the reservation request based on space availability.
4. The Education Events office will help request food from Griffis and/or any approved outside vendor.
5. All budget related questions regarding funding will go through Margaret Gubbins.

#### **Small Events – external vendors and/or alcohol served on-site, less than 50 attendees**

1. Student event organizers must submit the [Student Event Request Form](#) and discuss their potential event with the Education Events Office - [educationeventsoffice@med.cornell.edu](mailto:educationeventsoffice@med.cornell.edu).
2. If approved, Sahira Torres will submit a request via the WCM Event Services portal to obtain the event space on the behalf of students.
3. Event Services will confirm or reject the reservation request based on space availability.

4. All food/alcohol and vendor requests must go through the Education Events Office. The Education Events office will help request food from Griffis and/or any approved outside vendor.
5. All budget-related questions regarding funding will go through Margaret Gubbins

**Large Events on Campus – use of external vendors on-site and/or more than 50 attendees**

1. Student event organizers must submit the [Student Event Request Form](#) and discuss their potential event with the Education Events Office - [educationeventsoffice@med.cornell.edu](mailto:educationeventsoffice@med.cornell.edu).
2. The Education Events Office will work with student organizers to plan their event going forward including:
  - a. Contracts (if applicable)
  - b. Required documents (if applicable)
  - c. Budget
  - d. Payments
  - e. Food/Drink Request
  - f. Room Reservation / Layout
  - g. Invitation / Guest List
  - h. AV Request
  - i. Event Materials

**Off Campus Events**

1. Student event organizers must submit the [Student Event Request Form](#) and discuss their potential event with the Education Events Office - [educationeventsoffice@med.cornell.edu](mailto:educationeventsoffice@med.cornell.edu).
2. The Education Events Office must oversee the contract and payment.
3. The Education Events Office will work with student organizers to plan their event going forward including:
  - a. Budget
  - b. Contract
  - c. Payments
  - d. Food/Drink Request
  - e. Room Reservation / Layout
  - f. Invitation / Guest List
  - g. AV Request
  - h. Event Materials

**Student Led Fundraiser Events**

1. All student-run activities that involve requests for student-led fundraising efforts must be coordinated with both the Office of Education Events and Office of External Affairs and need a lead time greater than 3 months.
2. Student event organizers must submit the [Student Event Request Form](#) and discuss their potential event with the Education Events Office - [educationeventsoffice@med.cornell.edu](mailto:educationeventsoffice@med.cornell.edu).
3. If approved for next steps, please contact Anna Woods in External Affairs at [anw4022@med.cornell.edu](mailto:anw4022@med.cornell.edu) for guidelines on student-led fundraisers. The External Affairs Office will work with student organizers to review and approve:
  - a. Budget

- b. Fundraising / Marketing Materials
  - c. Invitation / Guest List
  - d. *See Student-Led Fundraising Guidelines for more...*
4. The Education Events Office will work with student organizers to plan their event going forward including:
- a. Contract
  - b. Payments
  - c. Food / Beverage Request
  - d. Room Reservation / Layout
  - e. AV Request
  - f. Event materials
5. The Education Events Office must oversee the contract and payment.