

## ***Planning a career-related event? The CSO can help.***

If your RSO would like to plan a career-related\* event, please contact the Career Services Office (CSO). This will allow us to coordinate with your group and avoid duplication of event topics or scheduling conflicts. We can help you make your event the best it can be.

### **HOW WE CAN HELP:**

- **Co-sponsor up to \$150** (per group, per academic year) for your student group career-related event or activity.
- Please send us your request at **least three weeks in advance** of your event
  - Email the CSO at [lawcareers@pacific.edu](mailto:lawcareers@pacific.edu) as possible during the planning phase of your event with the following information: (1) tentative event idea (2) tentative date and (3) budget.
- **Event design**
- **Connect you with alumni** to attend or speak at your event
- **Catering ideas**
- **Promotion of event** through email, flyers, and social media
- *If you would like assistance with something not listed, **please let us know***

### **ADVERTISING GUIDELINES:**

- If the CSO agrees to co-sponsor an event with your RSO, we will send you our co-sponsorship logo. Please use it on all advertisement materials. Please also include “co-sponsored by the CSO” when advertising in The Docket.

**EVENT REQUEST FORM:** Even when planning a career-related event in collaboration with the CSO, you must fill out the Student Affairs “Event Request Form” and follow all of the usual CSO event-related procedures.

*\*Examples of career-related events:*

- *Day-in-the-Life events*
- *Panels (e.g., attorneys speak about their varying IP practices)*
- *Networking receptions*
- *Events that include alumni*
- *Practice-area based career fairs (e.g., Natural Resource Job Fair)*