



# 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 6-8 weeks in advance of the event date.
3. 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.
4. Payments to off campus vendors and/or venues must go through the Education Events Office.
5. 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.
6. 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> )
7. Guests who are not WCM students will need to fill out a COVID\_19 Vaccination Attestation Form.

### Checklist for Student Events

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

1. Student event organizers must contact the Education Events Office to discuss their potential event - [educationeventsoffice@med.cornell.edu](mailto:educationeventsoffice@med.cornell.edu)
2. If the event is approved by the Education Events Office, student event organizers should submit a request to reserve on-campus space via the online portal – (<https://medicaleducation.weill.cornell.edu/student-resources/accessing-campus-meeting-space> )
3. If approved, Sharon Brooks will submit a request via the WCM Event Services portal to obtain the event space on the behalf of students
4. Event Services will confirm or reject the reservation request based on space availability.
5. All food/drink and AV related requests must go through Education Events Office. The Education Events office will help request food from Griffis and/or any approved outside vendor.
6. 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 contact the Education Events Office to discuss their potential event - [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 contact the Education Events Office to discuss their potential event - [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