



**Before Event:**

- Discuss with your Advisor the goal of hosting an event, including how to best make it a successful event.
- With the Advisors' support, inform Student Program Administrator (Mrs. Suzanne Mannino) of the type of event, date, location and any specific needs from the School.
- Check the proposed date with the overall School Calendar on the [PoRxtal Portal – Official Portal for Pitt Pharmacy Students](#)
  - The suggested goal is no more than 3 internal student events at any given time.
- Once the date is confirmed, work with Student Program Administrator (Mrs. Suzanne Mannino) to secure room and needed AV plans.
  - A designated student from the organization should add this event to the PoRxtal Calendar once it is approved.
- Confirm if there will be food. Contact Suzanne Mannino for catering options. This will be ordered on a University Card to avoid purchasing food on your personal card and applying for reimbursement afterward.
  - If the event is a formal event where alcoholic beverages could be served to guests ages 21+, students with their advisor must contact Suzanne Mannino prior to planning.
- Reserving Space:
  - For Reservations (in Salk Hall OR anywhere on or off campus), contact Suzanne Mannino.
- Inform Director of Communications (Dr. Rhea Bowman) with date and details of the event, affording the creation of flyer and/or social media announcements
- If interested, submit the event for PrimeRx approval as soon as possible.
- Confirm if any of the outside guests are Alumni. If applicable, inform Alumni Coordinator.

Event Speakers (if needed):

- If you plan to invite outside speakers, first contact Suzanne Mannino to see if they have a connection to the School or are Alumni. Students are then able to reach out to potential speakers to assess availability or interest in speaking at their event.
- If the speaker is not from the university, include information on parking at Pitt.
- Confirm with Suzanne Mannino *prior to* the event that there will be a small gift of thanks for any outside speakers.
  - Speakers from outside the university will receive a small physical gift.
  - Faculty or staff speakers should be thanked with a handwritten note following the event.

**During event:**

- Ensure representation of PittPharmacy faculty and/or staff. Your Advisor can assist you with planning who to invite.
- Organizations are encouraged to take photos – See Social Media guidelines.

**After event:**

- Send thank you gift to the speaker(s).
- If the event qualified for PrimeRx credit or Project Hours, remind attendees that they should submit the appropriate evidence to receive this credit.
- If your organization received an award at an event, be sure to submit an **Event Notification** to <https://intranet.pharmacy.pitt.edu/pitt-pharmacy-notification-form/>
- Ensure all necessary receipts are gathered and returned to the Student Program Administrator. Most event costs should be a planned part of the Organization budget and paid through a university card if Suzanne Mannino is informed in advance. However, reimbursement is possible if appropriate receipts are kept and a Reimbursement Form is filled out (exclusions apply).

*Written by Abigail Stewart, Class of 2024*

*Reviewed by Pitt Pharmacy Student Organization Staff & Faculty leadership – August 2022.*