

Submitted by _____ Date _____

Law School Event Submission Form

School of Law

Name of Event: _____

Date of Event: _____ Time: _____

Target Audience: _____ Estimated Audience Size: _____

Purpose: _____

Is this event to be held at the School of Law? yes no Room: _____

If not, where? _____

Primary contact: _____ Phone: _____

Has the date(s) been reserved on the School of Law master calendar? yes no
(...or with the respective department's contact?)

Will the class schedule be disrupted? yes no
(Please list the disrupted classes: _____)

Has the date(s) been reserved on the Dean's calendar? (if necessary) yes n/a

Will the news media/press be necessary? yes no

Please check the box for any arrangements that will be required in preparation for the event:

- | | |
|--|--|
| <input type="checkbox"/> Airfare, or Car Rental/Service | <input type="checkbox"/> Mailings (Invitation/Postcards/Brochures) |
| <input type="checkbox"/> A/V (specify: _____) | <input type="checkbox"/> Parking (MUST be made through Margaret) |
| <input type="checkbox"/> Broadcasting/Webcasting Equipment | <input type="checkbox"/> Advertising |
| <input type="checkbox"/> Catering/SODEXHO | <input type="checkbox"/> Reimbursements |
| <input type="checkbox"/> Honorariums | <input type="checkbox"/> Set-up/Warehouse, FM&P services |
| <input type="checkbox"/> Housekeeping | <input type="checkbox"/> Website Development |
| <input type="checkbox"/> Internet/Computer Access | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Invitations/RSVPs | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Lodging: <input type="checkbox"/> on-campus <input type="checkbox"/> off-campus | <input type="checkbox"/> Other _____ |

Funding Source: _____ Does a project code need to be requested? yes no
Fund / DeptID/Program/OpUnit(if applicable)/ Project

Please turn completed form in to Morgan Thrower (x6567) in the Alumni office. Thank you.

SOL Dean's Office Use Only:
Authorized Signature _____ Date _____