

Law students seeking to hold an event at the law school must adhere to the following instructions. Students/Student groups who do not follow the guidelines risk having their ability to host events suspended.

1. Before submitting Event Submission Form... Requestor must consult the School of Law master calendar with Margaret Barfield to place a hold on the **date, time** and **location** of the requested event. Check for overlapping events and blackout dates. (If event is to be held elsewhere on campus, confirm availability with respective department contact.) Exceptions will have to be approved by the Vice Dean.
2. Submit Event Submission Form to Margaret Barfield preferably 1 week in advance – OR as soon as the individual is aware of the event.
 - a. Copies of the Event Submission Form can be picked up from Margaret.
 - b. Download the Event Submission Form on WaveNet:
(Student __Pepperdine Menu__ Student Resources__ Law School Events Procedure)
3. Approval will or will not be granted within 24 hours of submission. **Note:** approvals/refusals are granted in order of submission
4. IF REQUEST IS APPROVED, Margaret will confirm date and location of the event and will post event to online Events Calendar. **Note:** Once request is approved, the Requestor can also post their event on the Law School Event Calendar by visiting: <http://law.pepperdine.edu/news-events/events/>

Submitted by _____ Date _____

Student 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? _____

Dept. 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: _____)

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

- Open to the public/PR
 Parking
 Food/Catering
 Reimbursements
 A/V service (please specify: _____)
 Other _____

Please turn completed form in to Margaret Barfield (x4653) in the Dean's Office. Thank you.

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