



SCHOOL OF LAW

Event Proposal Form

Please reference the Event Planning Handbook for additional information when proposing your event.

Please fill out this form in its entirety. Completed forms can be dropped off in the Office of Special Events in Room 4-48.

Fall 2013 event proposals must be submitted no later than Friday, August 23, 2013.
Spring 2014 event proposals must be submitted no later than Monday, November 4, 2013.
The Office of Special Events will contact you when approved.

CONTACT INFORMATION

Contact: _____
Phone: _____
E-mail: _____
Affiliation: Faculty _____ Student Organization _____ Center _____

EVENT INFORMATION

Event Name: _____
Event Type: _____
Event Sponsor: _____
Co-Sponsors: _____
Requested Date: _____
Requested Start/End Time: _____
Requested Location(s): _____
Photographer Requested: Yes No (if available)
Intended Audience: _____
of Guests Expected: _____
Brief description of event: _____

BUDGET INFO

Organization to Charge: _____ Anticipated Cost: \$ _____
If you anticipate your budget to contain more than catering and related expenses, please provide a list of anticipated expenditures, attach it to your request and place the total amount in the box above.

FACULTY APPROVAL

IF SPONSORED BY STUDENT ORGANIZATION - FACULTY ADVISOR SIGNATURE REQUIRED

Print Name: _____
Signature: _____

I have reviewed the proposal and agree that it will make a worthwhile contribution to the Law School community.

DEAN ATTENDANCE:

If you feel your event requires the attendance of the Dean, please attach a brief explanation of your reasons (anniversary event, VIP speaker etc...) to your proposal. Please note: Although the he tries to attend as many events as possible, the Dean's schedule is very demanding and he may not able to attend your event.

FOR COMMITTEE USE ONLY:

Date Submitted:		Approved?		Notified?		Pass #	
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