



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

Please fill out both sides of this form in its entirety.

Completed forms can be dropped off in the Office of Special Events in Room 4-56.

Proposals for all semesters are accepted on a rolling basis.

The earlier you submit your proposal, the more likely you will be to obtain your preferred date.

The Office of Special Events will contact you when approved.

Sponsor Organization:

Co-sponsors: _____

Contact Name: _____

Contact Phone: _____

Contact E-mail: _____

Event Name: _____

Event Type: _____

Event Description:
(150 words max)

Requested Date: _____

Requested Start/End Time: _____

Requested Location: _____

Photographer Required? Yes No (in addition, Special Events has a camera available for your use)

of Guests Expected: _____

Budget Info: Organization to Charge: _____ Anticipated Cost: \$ _____

If you anticipate your budget to contain more than catering expenses, please complete the event budget template and attach it to your request. Place the total amount in the box above.

Please note the following if your event will be taking place off campus:

- Following the event, an attendee list must be submitted along with the request for payment/ reimbursement.
- If over the organization subsidized \$40 per person, please detail below how the balance will be funded (i.e. each guest will be charged the balance of the cost, funds from a fundraiser will be used, etc...).

Total Cost Per Person: \$ _____ Guests will be charged: \$ _____

Other: _____

- School-funded expenditures for food and drink at events are limited to a maximum of \$40 per person, inclusive of tax and gratuity. The maximum gratuity allowed is 20%. Gratuity in excess of 20% will not be reimbursed. Please keep in mind when planning events that there may be charges for waitstaff, bartenders, security and maintenance personnel. These charges must be included in the \$40 per person limit.
- Please note that students may not sign contracts for venues. All contracts must be signed by Dean Sarah Kelly.



PLEASE CHECK OFF ALL REQUIRED AND CONFIRM THAT YOU HAVE OBTAINED ALL SIGNATURES NECESSARY *
*If you are submitting for approval from Dean Sarah Kelly, submit the form to Special Events and we will submit to Dean Kelly.

FACULTY ADVISOR APPROVAL

Print Name:

Signature:

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

<input type="checkbox"/> ALCOHOL TO BE SERVED AT STUDENT EVENT: Sarah Kelly, Associate Dean for Administration/ Nancy Brady, Assistant Dean for Administrative Services Dean's Suite, 4 th Floor Signature:	<input type="checkbox"/> ALUMNI TO PARTICIPATE/BE INVITED/HONORED: Brian Woods Associate Dean for Law School Advancement Room 3-06 Signature:
<input type="checkbox"/> CAREER-RELATED EVENT: Jeanne Ardan Associate Dean for Career Development and Externships Room 3-26 Signature:	<input type="checkbox"/> CLE CREDIT: (APPROVAL OF PROGRAM CONTENT NEEDED) Claire McKeever Assistant Dean, Alumni Relations & CLE Room 3-06 Signature:
<input type="checkbox"/> CONTROVERSIAL EVENT, TOPIC, SPEAKER, OR LIKELY TO DRAW MEDIA ATTENTION: Sarah Kelly, Associate Dean for Administration/ Nancy Brady, Assistant Dean for Administrative Services Dean's Suite, 4 th Floor Signature:	<input type="checkbox"/> JUDGE TO BE INVITED: John Barrett Professor of Law Room 4-74 Signature:
<input type="checkbox"/> VIP (POLITICIAN, CELEBRITY) TO BE INVITED OR LIKELY TO ATTEND: Sarah Kelly, Associate Dean for Administration/ Nancy Brady, Assistant Dean for Administrative Services Dean's Suite, 4 th Floor Signature:	<input type="checkbox"/> DEAN ATTENDANCE: If you feel your event warrants the attendance of the Dean, please attach a brief explanation of your reasons (anniversary event, VIP speaker etc...) to your proposal. Please note that the Dean's schedule is very demanding and he is not able to attend all events.

For Official Use Only:

Approved by Sarah Kelly/Nancy Brady: Yes No Initials: _____ Date: _____

Notes: