STUDENT EVENT PROPOSAL

Please thoroughly complete and submit to Student Affairs located in Furman Hall, Suite 474

Student Organizer (your name) _____ Position _____

Organization _____ Account # _____

Email _____ Telephone _____ Group Mailbox # _____

Mailbox located in Kushner Lounge (VH)

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1. Name of Event _____

2. Type of Event ☐ Lecture/Panel ☐ Party/Gala ☐ Reception ☐ Conference ☐ Other _____

3. Number of Attendees ☐ 1-24 ☐ 25-49 ☐ 50-74 ☐ 75-99 ☐ 100-149 ☐ 150-199 ☐ 200+

4. What date(s) would you like your event to take place? _____ Is this an annual event? ☐ Yes ☐ No
   Check online calendar for other existing events and to avoid conflicting dates. Visit https://its.law.nyu.edu/eventcalendar/

5. Have you secured space? ☐ Yes ☐ No Will you need a…? ☐ Classroom ☐ Student Lounge ☐ Special Event Room
   To secure space AND add an event to the online calendar, please use the Event Management System (EMS) found at https://its.law.nyu.edu/ems/

6. Do you have funding? ☐ Yes ☐ No Amount Secured $ _____ Amount Needed $ _____
   Sources ☐ SBA ☐ Law Firm ☐ Outside Sources ☐ Journal Budget ☐ Other _____

7. Are you inviting a speaker(s) ☐ Yes ☐ No Who? _____
   Are they a…? ☐ Judge ☐ Alumni ☐ Firm Rep ☐ Elected Official ☐ Faculty ☐ Non-Alum ☐ Other _____

8. Are you inviting Dean Morrison? ☐ Yes ☐ No Dean's involvement: _____
   For example: Dean Morrison has been invited to give opening remarks.

9. Who will you invite? ☐ Alumni ☐ Law Firm ☐ Students ☐ NYU Law Community ☐ General Public
   Which alumni? ☐ Our organization's alumni ☐ Tri-State area Alumni ☐ Alumni interested in… _____
   For example: Criminal Law, Litigation, etc.

10. Coordinating with other organizations? ☐ Yes ☐ No ☐ TBD Which? _____
    Type of organization? ☐ Another NYU Law Student Group ☐ NYU Law Department ☐ Outside Organizations ☐ National Organization

11. How will you promote your event? ☐ Online Calendar ☐ Rocket/Docket ☐ Mass email ☐ Poster ☐ E-Sign ☐ Flyers ☐ Chalkboards
    ☐ Career Docket ☐ EIW Credit ☐ Alumni E-News ☐ other _____

12. Ordering Food? ☐ Yes ☐ No ☐ TBD Type/Quantity _____
    Type of catering? ☐ NYU Law Catering ☐ Student Pick-up Menu ☐ Outside Catering

13. Our organization will… inform Student Affairs of major developments ☐ I agree   follow-up with Development & Alumni Relations ☐ I agree
    report firm networking event to Career Services ☐ I agree   send copies of final bios to Career Services ☐ I agree
    report alumni participation to Alumni Relations ☐ I agree   compile firm or alumni sponsorships ☐ I agree
    send thank you letter to alumni and attorney participants ☐ I agree