# Loyola University Chicago School of Law Major Event Proposal Form

After submitting this form, you will be contacted to set up a meeting to discuss your event.

<u>Not all fields are required</u>; much of this form can serve as a worksheet for your event ideas or questions. For the purposes of your meeting, the more information you include, the better. \* Denotes a required field.

## **Event-Organizer Information**

\* I am a:

Faculty/Staff Member

Student

\* If a student:

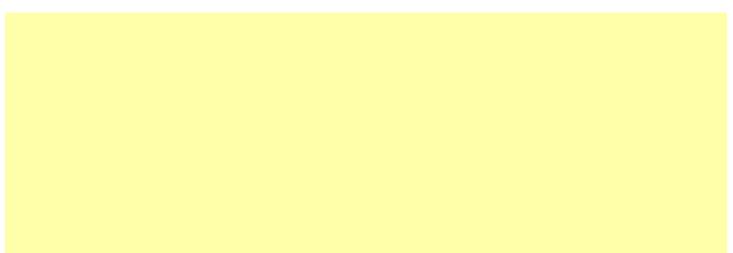
Name of Organization

Name of Faculty Advisor

Email Address of Faculty Advisor

Primary Contact	Secondary Contact
* First Name	First Name
* Last Name	Last Name
* Email Address	Email Address
* Phone	Phone

# **Brief Description of Event**



# **Basic Event Information**

* Tentative Title			
* Tentative Topic			
* Proposed Date (if multiple days, indicate)			
* Proposed Start-Time * Proposed End Time			
* Anticipated Number of Attendees			
Up to 25 100-150			
25-50 150 or more			
50-100			
* Preferred Room(s)			
* Intended Audience (check all that apply)			
Loyola Law Community (Faculty, Staff, Students)			
Loyola University Community Alumni			
Law Students Other Invitees			
no required fields beyond this point			
Detailed Event Information Room Type / Setup:			

Lecture Style		Horseshoe-style seating
Banquet Style (Kasbeer/Beane)		Panel Discussion
Moveable Furniture Necessary		Round Tables
If set-up must be communicated verbally, please	e de	scribe:

Anticipated A/V Needs:	
Microphones	Computer Display
Handheld	DVD or Video Viewing
Table-top	Conference ID for Guest Log-in
Lavalier (lapel)	Using your own laptop? (Rqd. for Kasbeer/Beane)
Podium Microphone	Video and/or Audio Recording
Additional A/V needs or concerns:	

#### **Anticipated Catering Needs:**

Will this be a catered event?	
Yes	
No	
If so, what type of event?	
Seated Meal	Cocktail Reception
Buffet-Style Meal	Break-time Refreshments
Boxed Meals	Other
Additional Notes:	

## **Anticipated Speakers:**

Number of Speakers:		
Number of Speakers re	equiring flights/hotel?	
Number of Speakers requiring ground transportation?		
How many of these sp	eakers are alumni?	
Additional Notes:		

### **Possible Publicity Needs:**

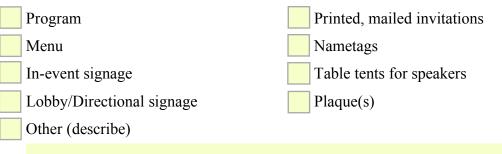
Internal publicity (Online calendar, digital monitors, daily announcements bulletins)

Alumni-specific publicity (With the assistance of Alumni Relations)

External publicity (Print advertisements, e.g.)

Additional Notes:

# **Anticipated Printing/Mailing Needs:**



#### **Continuing Legal Education (CLE) Credit:**

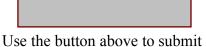
Do you plan to offer CLE credit for this event?

Yes
No
Not sure

**<u>IMPORTANT</u>**: Please use this space to provide any event details, questions, or concerns that might help us to better understand your needs. You may also upload files containing this information, your notes, or other information you feel is relevant.

Thank you for completing the Major Event Proposal Form!

You will be contacted shortly to set up a meeting time and determine your next steps.



Use the button above to submit to LoyolaLawEvents@luc.edu