

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.

Not all fields are required; 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

* First Name

* Last Name

* Email Address

* Phone

Secondary Contact

First Name

Last Name

Email Address

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)

Law Faculty only

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 describe:

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:

[Yellow text box for additional notes]

Anticipated Speakers:

Number of Speakers: _____

Number of Speakers requiring flights/hotel? _____

Number of Speakers requiring ground transportation? _____

How many of these speakers are alumni? _____

Additional Notes:

[Yellow text box for 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:

[Yellow text box for additional notes]

Anticipated Printing/Mailing Needs:

Program

Printed, mailed invitations

Menu

Nametags

In-event signage

Table tents for speakers

Lobby/Directional signage

Plaque(s)

Other (describe)

[Yellow text box for additional notes]

Continuing Legal Education (CLE) Credit:

Do you plan to offer CLE credit for this event?

- Yes
 No
 Not sure

IMPORTANT: 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