

Thomas Jefferson School of Law



MCLE Request Form

Submit at least 5 weeks prior to event date

Email to alumni@tjssl.edu

MCLE Title:

Date:

Location:

Room:

Description of each panel [[a few sentences]]

of hours of credit _____

Type of MCLE credit (General, Ethics, etc.) _____

RSVP deadline: _____

Check in Time: _____

Panel 1

Time: _____

Title _____

Speaker(s) name and title

Panel 2

Time: _____

Title _____

Speaker(s) name and title

Panel 3

Time: _____

Title _____

Speaker(s) name and title

Panel 4

Time: _____

Title _____

Speaker(s) name and title

Cost of MCLE credit:

- TJSJL alums – Free
- Outside attorneys - TBD (Depends on number of MCLE credits being offered)
- TJSJL faculty, students, staff – Free

Cost to attend event?

\$ _____

MCLE Volunteers:

Name:

Email:

Name:

Email:

Event/group coordinator handles the following:

Catering: Budget

- Hors d'oeuvres reception
- White & red wine
- Water
- Coffee
- Continental Breakfast

Table cloths

Centerpieces

Alumni Relations handles the following:

IT request: Laptop/projector screen

Facilities Request:

- # _____ Tables – location _____
- # _____ Chairs – location _____

Parking for presenters/alumni guests

- Must email list of presenters to alumni@tjisl.edu prior to the event date.