

# MSU Law Event Planning Form

Please submit this form to the Events Office (Room 404) or to [events@law.msu.edu](mailto:events@law.msu.edu) for processing BEFORE booking any speakers.

You are required to notify the Office of Advancement if your organization anticipates MSU Law Alumni attendance or involvement, in any way, including alumni speakers, before making contact with an alum.

## EVENT DETAILS:

Student Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_@msu.edu

Name/Title of Event for Publicity: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ ☐am ☐pm Event End Time: \_\_\_\_\_ ☐am ☐pm

Location of Event (in building or Off-Campus): \_\_\_\_\_

Law College Room: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_

Off-Campus Location (Name & Address): \_\_\_\_\_

Expected Attendance Numbers: \_\_\_\_\_

Type of Event: ☐Student/Fac/Staff ☐Fundraiser ☐Outside guests invited to attend

☐Student & Alumni Reception ☐Symposium

Other: \_\_\_\_\_

If Alumni involved, is the event: ☐Organization Specific Alumni ☐Any MSU Law Alumni ☐State-Specific Alumni

Other: \_\_\_\_\_

Will Food Be Served? ☐Yes ☐No ☐Delivered? ☐Catered?

Details: \_\_\_\_\_

Will Tech Services Be Needed? ☐Yes ☐No What Type? ☐Microphone ☐Video ☐Audio ☐On-Site Assistance

Guest Speaker Name & Credentials: \_\_\_\_\_

*You are required to contact Office of Advancement for clearance prior to contacting any MSU/MSU Law Alum guest speaker(s).*

## BUDGET:

Total Event Budget: \$\_\_\_\_\_ **\*\* Must attach itemized budget**

Funding Source (Check all that apply): ☐SBA ☐COGS ☐Alum. Assn. ☐School Budget ☐Other \_\_\_\_\_

Will entrance fee/tickets be sold? ☐Yes ☐No Fee: \$\_\_\_\_\_

What will raised money go towards? ☐Scholarship ☐Event Funding ☐Other \_\_\_\_\_

## CHECKLIST FOR STUDENT LEADERS:

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Please check all boxes that apply to your event:

- Level One Events:** ☐ Hosted By Students ☐ Budget under \$2,000 ☐ For Faculty, Students, Staff
- Level Two Events:** ☐ Hosted by Faculty ☐ Budget over \$2,000/School Budget Funded
- ☐ External Audience ☐ Special Circumstances (This box can only be checked by OSE)

***Once the event is categorized by OSE, you will receive an email, from the Communications Office laying out the next steps for promotion and publicity.***

## TO BE COMPLETED BY THE ADMINISTRATION:

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### ***Events***

Approved By (Initials): \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Office of Student Engagement***

Approved By (Initials): \_\_\_\_\_ Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### ***Student Event Policy***

This form is the ONLY way to book a room for an event or to commence planning for a student event. Failure to follow this procedure will mean your event will be canceled or need to be rescheduled.

If you need to book a room for a student group ***meeting or team practice***, please stop by OSE in Room 308.

### ***Policy and Procedures for Events Involving Alumni***

Please check with the Office of Advancement before you contact any MSU Law Alumni regarding a potential event; this would include asking a MSU Law Alumni to be a speaker at your potential event.

You are required to notify the Office of Advancement, via this form, if your organization anticipates MSU Law Alumni attendance or involvement, in any way, including alumni speakers. Contact with MSU Law Alumni is managed and coordinated only by the Office of Advancement.