

Requested on: _____

**Law School Events
Student Organization Request & Planning Form**

Event Title: _____

Event Date(s): _____ Event Time: _____ to _____

Alternate Date(s): _____ Alt. Time: _____

Event Location: _____

Brief Description of Event:

Student Organization: _____

Contact Name: _____

Address: _____

Phone #: _____ Fax #: _____

Email: _____

Event Type:

Conference Meeting Luncheon Party Other : _____

Expected attendance: _____ Are you advertising? Where? _____

Attendees: Faculty Staff Students Others: _____

Room Setup (Furniture & Catering): (add 1/2 hour before & after event time)

Do you need a room set up? yes no

Setup Style: General Reception Theater/Lecture Roundtable (Special)

notes: _____

General = 5 tables with chairs set up at both ends of the Student Conference Center (total seating = 40)

Reception = Remove all square tables & chairs (except tables to be used as buffets); add 4 standing cocktail tables. 15 chairs around rm.

Theater/Lecture = Chairs only in front half of room (40 count based on number of room chairs); more may be added as requested.

Special (Roundtable) = Tables set out in consecutive lengthwise setup.

*On all setups - sofas and lounge chairs stay in place unless absolutely necessary to remove because of event size etc.

Audio/Video Assistance: yes no

(Please check all that apply.) The A/V Office Extension is 202-994-8210

Floor Podium Tabletop Podium Computer Projection TV VCR Audiotape

Tabletop microphone # _____ Handheld microphone # _____ Wireless microphone # _____

Slide Projector Videotaping Editing tapes Videoconferencing Other _____

Will you require a photographer? yes no

Do you require security? yes no

Will there be speakers? yes no

Admission tickets req'd? yes no

Is the Press invited? yes no If yes, who? _____

Are you having food? yes no

Are you using catering services? yes no

Catering Company Information: _____

Type of catering service Buffet Sit down Other: _____

Is alcohol being served? yes no - If yes, you must register with CADE at least 10 days prior to event. Done

Other requirements not listed above:

**This reservation request must be submitted at least 15 days prior to event date.
Email to deanofstudents@law.gwu.edu**