

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 ½ hour before & after event time)Do you need a room set up? yes noSetup 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.**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 noDo you require security? yes noWill there be speakers? yes noAdmission tickets req'd? yes noIs the Press invited? yes no If yes, who? _____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 should be submitted at least 15 days prior to event date. o submit, use the "Submit by Email"****button above (for Outlook only) or email to mmonroe@law.gwu.edu or sochris@law.gwu.edu.**