

This form is to be completed prior to finalizing plans for all student organization events and projects (not including meetings – for meetings, use the online form at www.uakron.edu/webforms/law/studentorgs/meetingrequest.dot). All events and projects must be approved by the Faculty Advisor and by Associate Dean Meg Matejkovic.

Student Organization _____ Today's Date _____

Your Name _____ Your Email _____ Your Phone _____

Type _____ Event/Project Title _____

Brief Event/Project Description (Note: If you wish to have your event or project posted on the Akron Law Announcements blog, please e-mail your announcement to Adam Messner at apm@uakron.edu at least a week before the start date.)

[Empty box for description]

Start Date _____ End Date _____ Start Time _____ End Time _____

Location _____ Est. Attendance _____ Room Requested _____ # Folding Tables Needed _____

Food will be served _____ Food provider _____ Name of provider (if external) _____

Location Name and Address _____

(Only necessary if the event/project is to be held outside the School of Law)

This event requires payment of an outside speaker or vendor. _____ Amount _____

We plan to request assistance with this event/project from alumni, local attorneys, or friends of Akron Law. _____

Brief description of planned publicity _____

Note: Any signs, flyers, or other publications to be posted or distributed in the School of Law require separate approval. Please e-mail your sign, flyer, or other publication to Adam Messner at apm@uakron.edu for approval before posting or distributing.

Total estimated expenses _____ Source of funding [] EAF [] SAF [] Other: _____

An Event and Project Budget showing detailed projected expenses MUST accompany this form.

Notes and comments

[Empty box for notes and comments]

Faculty Advisor _____ Advisor Signature _____ Date _____

Meg Matejkovic, Associate Dean _____ Date _____

Room Reserved _____ Date _____

Adam Messner, Asst. Director of Admissions _____ Date _____

[] Posted to calendar [] Posted to blog

Remember: It is your responsibility to check for date and time conflicts with the School of Law Calendar of Events (www.uakron.edu/law/news/calendar.dot) prior to submitting this form.