

**STUDENT ORGANIZATION
EVENT FORM**

Please complete this form, obtain an approval signature from the Office of Student Affairs, and return to Theresa Johnson no later than 4 weeks prior to the event. This form is required for both on and off campus events.

Name of Event: _____ Date of activity _____

Start Time/End Time: _____ Setup Time _____

Desired Location: _____ Anticipated Attendance _____

Sponsoring Organization: _____

Contact Person for Event*

Name: _____ Email: _____

Home Phone: _____ Cell: _____

**The contact person above must attend the event and also ensure that the facilities are cleaned and borrowed supplies are returned after use.*

If the event is after 5:00 pm or on a weekend, you must provide the name of a faculty advisor or staff member who will be present for the duration of the event: _____

Give a brief description of your event and topic(s) that will be discussed or activities planned. How will hosting this event enhance the educational experience at Vermont Law School and how does it relate to the mission and goals of VLS? _____

Name, title and address of any speaker(s) _____

Provide a copy of bio/resume of speaker(s) to Helen McCarthy in Dean Shields' Office at least one week prior to the event.

Do you plan to invite a dean or faculty member to give welcome remarks or otherwise participate? If yes, who? _____

Be sure to provide a detailed scope of remarks and specific times requested to the selected individuals.

Please list the names of any VIP's, along with their affiliation and relationship to Vermont Law School, if applicable, that you expect to attend the event: _____

If attendees are alumni, provide that information to the Alumni Office.

Are you (sponsoring group) requesting funding from the Office of Student Affairs? _____

If yes, complete Request for Student Event Funding form.

Please circle the items needed for the set up of your event:

Trash Receptacles # of seats for audience _____
Podium # of seats on stage _____ (8 max.)
Stage # of tables for seated dinner/luncheon _____
of tables for buffet/food _____ Location: _____
of tables for registration _____ Location: _____

Description of setup: *A separate description or diagram may be attached if necessary.* _____

Please indicate any technology needs you may have for your event:

Audio	Visual	Recording
<input type="checkbox"/> Sound/PA	<input type="checkbox"/> TV	<input type="checkbox"/> Video
<input type="checkbox"/> Microphones	<input type="checkbox"/> LCD Projector	<input type="checkbox"/> Audio
Standard	DVD	Please list department to be billed for
Wireless	VHS	supplies: _____
lavaliere/lapel	Computer Presentation	
<input type="checkbox"/> Sources (circle	<input type="checkbox"/> Slide Projector (carousel type)	
CD, Computer,	<input type="checkbox"/> Overhead (transparency) projector	
IPOD, etc.	<input type="checkbox"/> Projection Screen	

Please indicate who your event is for. Check all that apply:

<input type="checkbox"/> Alumni	<input type="checkbox"/> Non VLS Event
<input type="checkbox"/> Admissions	<input type="checkbox"/> Open to Public
<input type="checkbox"/> Catered Event	<input type="checkbox"/> Staff Event
<input type="checkbox"/> Closed to public	<input type="checkbox"/> Student Event
<input type="checkbox"/> Deans	<input type="checkbox"/> Trustee
<input type="checkbox"/> Faculty Event	<input type="checkbox"/> VLS Community Event

IMPORTANT: *If your event is open to the public or Alumni, please contact Media Relations and/or the Alumni Office.*

Do you foresee any parking issues or special needs such as handicap parking or overflow spaces? Y / N

Do you plan to provide food at your event? If yes, from where? _____

See VLS Guidelines for Reserving Dates, Space & Catering for Campus Events.

Do you plan to serve alcohol at your event? Yes No
If yes, please see VLS Guidelines and complete and attach an Alcohol Event Planning Document.

Upon signing this statement of responsibility permit/form, it is acknowledged that all the regulations stated in the Alcoholic Beverage Policy (see Student Handbook and Code of Conduct) are understood and that responsibility for the activity and conduct of all participants, including guests, is accepted.

In the interest of the safety and peace of mind of students, employees, and visitors, Vermont Law School prohibits the possession and use of firearms, weapons, and explosives on all school property including, but not limited to, buildings, parking (including parked cars), common areas and School-owned buildings.

It is understood that responsibility is accepted for the cleaning of the facility after the event as well as repairs of any damages that may occur. The sponsoring organization/person(s) will be billed for the cost of additional cleaning and repairing of any damage to the facilities which result from the scheduled event. The breaking of this agreement will result in revocation of privileges to seek future permission to hold activities at Vermont Law School and may result in sanctions against offending individuals or groups. (See Student Handbook on Code of Conduct and Sanctions)

All signatures below must be procured in the order presented.

Associate Dean for Student Affairs & Diversity _____ Date: _____

Faculty Advisor of Student Organization _____ Date: _____

Contact Person of Sponsoring Organization _____ Date: _____

Director of Physical Plant _____ Date: _____

Fitz Vogt Associates _____ Date: _____

Information Technology Department _____ Date: _____

SPACE RESERVED FOR STUDENT AFFAIRS OFFICE USE ONLY