

# STUDENT ORGANIZATION EVENT APPROVAL FORM

The purpose of this form is to avoid scheduling conflicts, to facilitate co-sponsorship opportunities and to provide administration with advance notice of events and speakers coming to campus.

**\*Organization membership meetings do not require event approval.**

After you have completed the form please forward it to the Assistant Dean for Student & Multicultural Affairs for approval. Once the event has been approved, you will receive an e-mail from the Registrar's Office confirming your room reservation.

Name of Student Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Student ID No.: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone No.: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Room: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Description: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Potential Speakers (if applicable): \_\_\_\_\_

Potential Audience (circle all that apply):

membership    university    law school    general community

No. of Expected Attendees: \_\_\_\_\_

Do you plan to serve food?      Yes      No

Do you plan to serve alcohol?      Yes      No

\* Please refer to the regulations outlined in the Hamline University Alcohol Policy at

[www.hamline.edu/shared/policies/university\\_all/alcohol\\_policy.html](http://www.hamline.edu/shared/policies/university_all/alcohol_policy.html)

If using University catering, contact Aramark at 651-523-2410

Return to: Darrell J. Davis, Assistant Dean for Student & Multicultural Affairs

Law School Dean's Office, 106A

[ddavis07@hamline.edu](mailto:ddavis07@hamline.edu)

08/18/09

651-523-2966

Approved: \_\_\_\_\_

cc: CSO