

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: _____

Contact Email: _____

Contact Phone No.: _____

Proposed Date: _____ Room: _____

Start Time: _____ End Time: _____

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 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

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

08/18/09

651-523-2966

Approved: _____

cc: CSO