

TOURO LAW CENTER
2008-2009 STUDENT ORGANIZATIONS EVENT SCHEDULING FORM

This form is required for both on- and off-campus meetings and programs, and must be approved prior to your event being confirmed or advertised.

1. Today's Date: _____
2. Your Name: _____
**Note: This contact person must attend the event and ensure that the facilities are cleaned and any borrowed supplies are returned after use.
3. Telephone Number: _____
4. E-mail Address: _____
5. Student Organization: _____
6. Event/Speaker: _____
7. Date of Event: _____
8. Time of Event (include start and end times): _____
9. Alternate Date: _____
10. Number of People Anticipated: _____

**Note: Every effort should be made to hold programs and meetings during common hours: Tuesdays and Thursdays, 12:30-1:25 p.m. and Wednesdays, 5:30-6:25 p.m. Requests must be submitted at least two weeks in advance.

11. For on-campus programs other than meetings that will take place after 5 p.m. or on a weekend, you must provide the name of a faculty or staff member who will be present for the duration of the event. _____
12. **Preferred Location** (room number): _____ (If off campus, please provide location: _____)

**Note: In the event that the requested room is already reserved, an alternate room will be chosen for you. This form will be returned to your organization's mailbox indicating your final room assignment.

13. For programs, other than meetings, please describe any set-up needs you have, including number of tables and chairs and microphones.

14. If you wish to invite Dean Raful, you must FIRST clear the date with his assistant, Dreena Kutch. Please check here after clearing the date.
15. Do you plan to serve alcohol?
If so, please be advised that Touro Law Center requires that food and an alternate beverage be made available. Advertisements for the event may advertise alcohol *discreetly*. For off-campus events, please describe your arrangements for safe rides/designated driver. _____

16. Do you plan to serve food? **All food must be ordered by the on-campus food caterer.

17. Touro Times: Please provide a brief description of the event in the box below for inclusion in the *Touro Times*.

(Do not write below this line.)

Approval: _____
Assistant Dean for Student Services

Date: _____

Room Assigned: _____

cc: o Organization File
 o *Touro Times*

o Student Organization Mailbox
o Lauren Chite, Assistant Dean for Student Services