TOURO LAW CENTER
2014-2015 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.

Your Name: ____________________________________________     Today’s Date: __________________________

** This person must ensure that the facilities are cleaned and borrowed supplies are returned after use.

Telephone Number: ____________________________ Date of Event: __________________________

E-mail Address: _______________________________________ Alternate Date: __________________________

Student Organization: ____________________________ Time of Event (include start and end times): ____________ - ____________

Event/Speaker: ____________________________ Number of People Anticipated: __________________________

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

1. For programs where alcohol will be served on campus, the on-campus caterer needs at least one month notice for events where alcohol is being served in order to receive a temporary liquor license. The liquor license will cost the student organization $48 per event that alcohol is being served. You must provide the name of a student, and faculty or staff member sponsor who will be present for the duration of the event. Please have the student, and faculty or staff sponsor sign the following: I, __________________________ and ________________________, will be present for the duration of the above program and will monitor student alcohol consumption. The Student and Faculty/Staff Sponsor should not drink any alcoholic beverages during the event. Name of Student and Faculty Sponsor: __________________________________________

2. 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 (see below).

3. Please check off any set-up needs that you require: □ microphone(s), # of mics________     □ tables and chairs, # of people________ □ table(s) for food, # of tables________ □ projection screens □ video-recording (available upon special request) □ podium
   Please describe any additional set-up needs that you have below. I need this information when you fill out the form or at least one week before your program. If you plan to show a video or presentation, please bring the file or DVD to the IT office at least one day prior to the event/program.

4. If you wish to invite Dean Salkin, you must FIRST clear the date with her assistant, Dreena Kutch. Please check here after clearing the date: □

5. 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. Please review the Alcohol Policy in the Student Organization Handbook before submitting this form. For off-campus events, please describe your arrangements for safe rides/designated driver.

6. Do you plan to serve food? ________ **All food served on campus, however it is paid for, must be ordered through the on-campus caterer. Please review the Food Policy in the Student Organization Handbook before submitting this form. Please indicate what you would like to order in the box below (sandwiches, pizza, beverages, cookies, etc.). The food listed below will be ordered for you when you submit the form and the student organization(s) listed above will be responsible for the cost of the food.

   # of people: ____________
   Planned Food Budget for Event: $ ____________

7. Touro Times/Info Screens: Please provide a brief description of the event in the box below for inclusion in the Touro Times. (You may also e-mail this information to studentservices@tourolaw.edu by Friday at 1 p.m., the latest, to appear in the following week’s edition.)

   __________________________________________________

   (Do not write below this line.)

   Approval: ____________________________
   Director of Student Services and Scholarship Aid
   Date: ____________________________

   cc: Information Technology
   Marie Fuzia, Director of Student Services and Scholarship Aid
   Organization File
   Student Organization Mailbox
   Touro Times

   For Internal Use Only
   Meeting Room Manager
   Information Screens
   Student Campus Events Calendar