

# STUDENT EVENT PROPOSAL

Please thoroughly complete and submit to Sarah Bowman in Student Affairs, FH 426, [sarah.bowman@nyu.edu](mailto:sarah.bowman@nyu.edu).

Student Organizer (your name) \_\_\_\_\_ Position \_\_\_\_\_

Organization \_\_\_\_\_ Account # \_\_\_\_\_

Email \_\_\_\_\_ Telephone \_\_\_\_\_

1. Name of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

2. Type of Event (e.g., lecture, panel, social, reception, networking, etc.): \_\_\_\_\_

3. Brief Description of Event (what event entails, purpose, and intended audience): \_\_\_\_\_

4. What date(s) would you like your event to take place? \_\_\_\_\_ Is this an annual event? \_\_\_\_\_

Check online calendar for other existing events and to avoid conflicting dates. Visit <https://its.law.nyu.edu/eventcalendar/>

5. Have you reserved space? \_\_\_\_\_ Type of space needed (e.g., classroom, student lounge, special event room): \_\_\_\_\_

Do you have any room set-up or audio/visual needs for this event? \_\_\_\_\_

To secure space AND add an event to the online calendar, please use the Event Management System (EMS) found at <https://its.law.nyu.edu/ems/>

6. What are your funding plans and funding sources (e.g., SBA, co-sponsors, law firms, etc.)? \_\_\_\_\_

7. List any invited speakers: \_\_\_\_\_

And their affiliation (e.g. Judge, alumni, firm rep, public interest, elected official, faculty, etc.): \_\_\_\_\_

8. Are you inviting Dean Morrison? \_\_\_\_\_ Dean's involvement: \_\_\_\_\_

*For example: Dean Morrison has been invited to give opening remarks.*

9. Who will you invite (e.g., alumni, employers, students, public, etc.)? \_\_\_\_\_

Which alumni (e.g., group specific, all NYU Law, those interested in a specific topic, etc.)? \_\_\_\_\_

10. Coordinating with other organizations? \_\_\_\_\_ Which? \_\_\_\_\_

Type of organization (e.g., other student group, Law department, outside organization, etc.)? \_\_\_\_\_

11. How will you promote your event (e.g., Docket, posters, E-signs, listservs, Calendar, chalkboards, SBA, etc.)? \_\_\_\_\_

12. Ordering Food? \_\_\_\_\_ Type/Quantity? \_\_\_\_\_

Type of catering (e.g., in-house, student pick-up program, delivery, etc.)? \_\_\_\_\_

13. Our organization will... inform Student Affairs of major developments ☐ I agree follow-up with Development & Alumni Relations ☐ I agree  
report firm networking event to Career Services ☐ I agree send copies of final bios to Career Services ☐ I agree  
report alumni participation to Alumni Relations ☐ I agree compile firm or alumni sponsorships ☐ I agree  
contact PILC regarding any public interest related attendees or employers ☐ I agree send thank you letters to alumni and attorneys ☐ I agree