

# STUDENT EVENT PROPOSAL

Please thoroughly complete and submit to Student Affairs located in Furman Hall, Suite 474

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

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

Email \_\_\_\_\_ Telephone \_\_\_\_\_ Group Mailbox # \_\_\_\_\_

*Mailbox located in Kushner Lounge (VH)*

1. Name of Event \_\_\_\_\_

2. Type of Event  Lecture/Panel  Party/Gala  Reception  Conference  Other \_\_\_\_\_

3. Number of Attendees  1-24  25-49  50-74  75-99  100-149  150-199  200+

4. What date(s) would you like your event to take place? \_\_\_\_\_ Is this an annual event?  Yes  No

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

5. Have you secured space?  Yes  No Will you need a...?  Classroom  Student Lounge  Special Event Room

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. Do you have funding?  Yes  No Amount Secured \$ \_\_\_\_\_ Amount Needed \$ \_\_\_\_\_

Sources  SBA  Law Firm  Outside Sources  Journal Budget  Other \_\_\_\_\_

7. Are you inviting a speaker(s)  Yes  No Who? \_\_\_\_\_

Are they a...?  Judge  Alumni  Firm Rep  Elected Official  Faculty  Non-Alum  Other \_\_\_\_\_

8. Are you inviting Dean Morrison?  Yes  No Dean's involvement: \_\_\_\_\_

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

9. Who will you invite?  Alumni  Law Firm  Students  NYU Law Community  General Public

Which alumni?  Our organization's alumni  Tri-State area Alumni  Alumni interested in... \_\_\_\_\_

*For example: Criminal Law, Litigation, etc.*

10. Coordinating with other organizations?  Yes  No  TBD Which? \_\_\_\_\_

Type of organization?  Another NYU Law Student Group  NYU Law Department  Outside Organizations  National Organization

11. How will you promote your event?  Online Calendar  Rocket/Docket  Mass email  Poster  E-Sign  Flyers  Chalkboards

Career Docket  EIW Credit  Alumni E-News  other \_\_\_\_\_

12. Ordering Food?  Yes  No  TBD Type/Quantity \_\_\_\_\_

Type of catering?  NYU Law Catering  Student Pick-up Menu  Outside Catering

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  
 send thank you letter to alumni and attorney participants  I agree