

# STUDENT ORGANIZATION EVENT APPROVAL FORM

The purpose of this form is to further the goal of avoiding scheduling conflicts, facilitate co-sponsorship opportunities and provide administration with early notice of events and speakers coming to campus.

Remember: before you select a date for your event please check the [online calendar](#) and the Law School GroupWise calendar for conflicts. If you have lost or forgotten the password for accessing the Law School's GroupWise calendar please contact Mary J. Street at [mstreet@hamline.edu](mailto:mstreet@hamline.edu).

After you have completed the form please forward it to Assistant Dean of Student and Multicultural Affairs for approval. Once you have obtained his signature, you may use this form to schedule a room with the Office of the Registrar for your event.

Name of Student Organization:

Contact Name:

Contact Email:

Contact Phone No.:

Proposed Event Date, Time, and Location:

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

Do you plan to serve food?      Yes      No

Return to: Darrell J. Davis, Assistant Dean for Student & Multicultural Affairs

Law School Dean's Office, 106A

[ddavis07@hamline.edu](mailto:ddavis07@hamline.edu)

01/04/08      651-523-2966

\* Please first refer to the regulations outlined in the Hamline University Alcohol Policy at [www.hamline.edu/policies/policies\\_by\\_audience.htm](http://www.hamline.edu/policies/policies_by_audience.htm)

Approved: \_\_\_\_\_

cc: CSO