**Loyola University Chicago School of Law**

**Major Event Proposal Form**

*After submitting this form, you will be contacted to set up a meeting to discuss your event.*

*Not all fields are required; much of this form can serve as a worksheet for your event ideas or questions. For the purposes of your meeting, the more information you include, the better.*

*\* Denotes a required field.*

**Event-Organizer Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| \* I am a: |  |  |  |  |  |  |
|  | Faculty/Staff Member |  |  |  |  |  |  |
|  | Student |  |  |  |  |  |  |
|  |  |  |  | \* If a student: |  |  |  |  |  |  |
|  |  |  |  | Name of Organization | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | Name of Faculty Advisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  |  |
|  |  |  |  | Email Address of Faculty Advisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Primary Contact |  | Secondary Contact |
| \* First Name |  |  | First Name |  |
|  |  |  |
| \* Last Name |  |  | Last Name |  |
|  |  |  |
| \* Email Address |  |  | Email Address |  |
|  |  |  |
| \* Phone |  |  | Phone |  |

**Brief Description of Event**

**Basic Event Information**

* Tentative Title 
* Tentative Topic 
* Proposed Date (if multiple days, indicate) 
* Proposed Start-Time  \* Proposed End Time 
* Anticipated Number of Attendees

|  |  |
| --- | --- |
| Up to 25 | 100-150 |
| 25-50 | 150 or more |
| 50-100 |  |

* Preferred Room(s) 
* Intended Audience (check all that apply)

Loyola Law Community Law Faculty only

(Faculty, Staff, Students)

Loyola University Community Alumni

Law Students Other Invitees

*no required fields beyond this point*

**Detailed Event Information**

**Room Type / Setup:**

Lecture Style Horseshoe-style seating

Banquet Style (Kasbeer/Beane) Panel Discussion

Moveable Furniture Necessary Round Tables

If set-up must be communicated verbally, please describe:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Anticipated A/V Needs:** |  |  |
|  | Microphones | Computer Display |
|  | Handheld | DVD or Video Viewing |
|  | Table-top | Conference ID for Guest Log-in |
|  | Lavalier (lapel) | Using your own laptop? (Rqd. for Kasbeer/Beane) |
|  | Podium Microphone | Video and/or Audio Recording |
|  | Additional A/V needs or concerns: |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Anticipated Catering Needs:** |  |
|  | Will this be a catered event? |  |
|  | Yes |  |
|  | No |  |
|  | If so, what type of event? |  |
|  | Seated Meal | Cocktail Reception |
|  | Buffet-Style Meal | Break-time Refreshments |
|  | Boxed Meals | Other |
|  | Additional Notes: |  |
|  |  |  |

**Anticipated Speakers:**

Number of Speakers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Speakers requiring flights/hotel? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Speakers requiring ground transportation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many of these speakers are alumni? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes:

**Possible Publicity Needs:**

Internal publicity *(Online calendar, digital monitors, daily announcements bulletins)* Alumni-specific publicity *(With the assistance of Alumni Relations)*

External publicity *(Print advertisements, e.g.)*

Additional Notes:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Anticipated Printing/Mailing Needs:** |  |  |
|  | Program | Printed, mailed invitations |
|  | Menu | Nametags |
|  | In-event signage | Table tents for speakers |
|  | Lobby/Directional signage | Plaque(s) |
|  | Other (describe) |  |  |
|  |  |  |  |
|  |  |  |  |

**Continuing Legal Education (CLE) Credit:**

Do you plan to offer CLE credit for this event?

Yes

No

Not sure

**IMPORTANT:** Please use this space to provide any event details, questions, or concerns that might help us tobetter understand your needs. You may also upload files containing this information, your notes, or other information you feel is relevant.

Thank you for completing the

Major Event Proposal Form!

*You will be contacted shortly to set up a meeting time and determine your next steps.*

**Submit Form**

Use the button above to submit to LoyolaLawEvents@luc.edu