



Event & Calendar Request Form

Contact Info:

Name	Date of Request
Organization or Department	Contact Person
La Verne Email	Phone: work cell

Event Info:

Event Name: _____

Event Type:	Forum	LSAT/MPRE	Orientation	Event Website: _____
<i>(Select all that apply)</i>	Fundraiser	Lunch	Reception	Attendance Fee: _____
Awards Ceremony	Golf Tournament	MCLE	Service Event	
Commencement	Info Session	Meeting	Symposium	
Dinner	Lecture	Open House	Workshop	

Dates, Location, Start Times and End Times

**If the location is in the Library, must have permission from Prof. Kenneth Rudolf, Director of the Law Library, or his designee)*

Date:	Location:	Event Time:	to
Date:	Location:	RSVD Time:	to

Internal use only

Brief Event Description (one sentence):

Detailed Event Description:

Approval process for Student Organizations/Events:

1. Check EMS to make sure your time/date are available (Ms. Sirna in the Registrar's office will sign off once approval has been submitted).
 2. Once time/date has been checked email the form to secure the signatures below (electronic signatures are required).
 3. With both signatures acquired, send the signed PDF to lawstudentaffairs@laverne.edu for final approval.
- **Your event is NOT approved until you receive an approval email after your final submission****

Verification Info:

Approvals only needed for Student Organizations

- Master Calendar/[EMS](#)
- Risk Management *(relevant documents attached)*

Student Organization President/Representative

Advisor or Department Head