



# SAN JOAQUIN COLLEGE OF LAW

## FOR OFFICE USE ONLY

Event Coordinator \_\_\_\_\_  
 Accounting Department \_\_\_\_\_  
 Law Coordinator \_\_\_\_\_  
 Library \_\_\_\_\_

# Event Application\*

\*Must be filed 45 days prior to event.

Event applications are not required for on-campus regularly scheduled organization meetings or for guest lectures occurring during regularly scheduled meetings, but please reserve a room as soon as possible by contacting the Law Coordinator **Pat Smith** ([psmith@sjcl.edu](mailto:psmith@sjcl.edu)).

Organization \_\_\_\_\_ Date form Submitted \_\_\_\_\_

Primary Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Additional Contact Person \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

## EVENT DESCRIPTION

Event Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Description \_\_\_\_\_ Location \_\_\_\_\_

1. Will the Event: (Check all that apply)

- Be catered? \_\_\_\_\_ Provide alcohol free of charge? \_\_\_\_\_
- Sell alcohol? \_\_\_\_\_ Provide food free of charge? \_\_\_\_\_
- Sell food? \_\_\_\_\_
- Provide entertainment? If so, please describe: \_\_\_\_\_

2. Does your organization plan to: (Check all that apply)

- Charge a fee for attending the event?\* If so, amount: \_\_\_\_\_
- Solicit donations (i.e. sponsorships, fundraising, in-kind gifts)\* \_\_\_\_\_
- \*If you answered yes to either question, please describe how the money collected will be used: \_\_\_\_\_

3. Who will be invited to the event? (Check all that apply)

- Organization Members Only \_\_\_\_\_ SJCL Alumni \_\_\_\_\_
- SJCL Students \_\_\_\_\_ Legal Community \_\_\_\_\_
- SJCL Faculty and Staff \_\_\_\_\_ Other: \_\_\_\_\_
- Can the invitees bring guests, and if so, how many? \_\_\_\_\_

4. Please describe any COVID-19 safety protocol for the event.

\_\_\_\_\_

5. How do you plan to promote your event? (Check all that apply)

- Flyers on campus \_\_\_\_\_ Email through the Student Directory \_\_\_\_\_
- Organization's social media account \_\_\_\_\_ Mailed invitations \_\_\_\_\_
- Other \_\_\_\_\_

6. Request SJCL share the event through: (Check all that apply)

- Social Media \_\_\_\_\_
- The all-student email address \_\_\_\_\_

Please return this completed Event Application via email to the Alumni Coordinator **Diane Skouti** at [dskouti@sjcl.edu](mailto:dskouti@sjcl.edu) OR to the Reception Desk at San Joaquin College of Law. You will receive an email within one week informing you of the status of your event and requesting any required follow-up information.