



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).

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)

Catered? Name _____ License # _____

Sell Alcohol?

Sell Food?

Provide Food Free of Charge?

Provide Alcohol Free of Charge?

Provide Entertainment? If so, Please Describe: _____

Please List all Vendors at Event _____

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) 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. 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 _____

5. Do you plan to seek sponsorship? (please describe)

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 Director of Institutional Assessment and DEI **Francisco Rosas** at frosas@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.