



Outside Organizations or Individuals

Date of Request: _____

ORGANIZATION / INDIVIDUAL INFORMATION

Name of Organization / Individual: _____

Description of Organization: _____

Is this a non-profit 501 (C) (3)? Yes No

Phone Number: () _____ Fax Number: () _____

Address: _____

Contact Name: _____

Contact Title: _____

Phone Number: () _____ Email address: _____

EVENT INFORMATION

_____ to _____

Actual time of event from _____ to _____

Clean-up from _____ to _____

3. Description or purpose of event: _____

4. Description of proposed advertising. All advertising, invitations or any other marketing material related to the event must be approved by Southwestern prior to their dissemination.

5. a. Anticipated number of guests: _____

b. Anticipated number of cars requiring parking: _____

6. Are you requesting permission to serve alcoholic beverages? Yes No

7. Will food be served? Yes No

Please note that only Southwestern Law School's caterer is approved to provide catering services for events. Further information pertaining to catering services will be provided upon approval of the event.

8. Type of set-up that best describes your event needs:

- Classroom setting / theater-style seating
- Theater-style seating in a formal non-classroom setting
- Multiple classrooms
- Conference Room
- Seminar Room

- Cocktail Reception
 - Buffet Dinner Reception
 - Sit-Down Dinner Reception
 - Other (note details below)
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9. Audio-visual needs: PowerPoint Presentation? Yes No Presentation using DVD? Yes No

If your answer is yes to either question above, please answer the following:

Will you bring your own laptop with pre-loaded power point presentation? Yes No

Does your presentation have sound? Yes No

Do you need internet connection? Yes No

Do you need any of the following equipment:

Microphone(s) Yes No

Document camera Yes No

Other Yes (If yes, please describe needs below)

10. Will there be music included at your event? Yes