

Law Student Affairs Weekly Email Submission Form

DePaul University College of Law student organizations, faculty, and staff may use this form to submit information on upcoming events, announcements, scholarships and deadlines **that pertain to and would be of interest to our law students**. A weekly email will be sent to the law student body **each Monday** with information relevant to that week.

To ensure that your event notice or announcement is included in the email sent out the week of your event, you **MUST** submit this form to Lawrence Arendt **by 5 p.m. the preceding Thursday**. For instance, if you have an event the week of Monday, November 17th, or an announcement you would like to make that week, you must submit this form by 5 p.m. Wednesday, November 12th in order for it to be included in the email sent out on Monday, November 17th.

EMAIL FORM TO LAWRENCE ARENDT at LARENDT@depaul.edu

Complete all fields in the relevant section(s) below:

Section A: EVENT SUBMISSION

Event Title:

Date of Event:

Time of Event:

Location:

Sponsoring Organization:

Contact Person's Name and Email:

Registration Link/Website (if applicable):

Brief Promotional Description of Event:

Section B: ANNOUNCEMENT SUBMISSION

Title:

Sponsoring Organization:

Contact Person's Name and Email:

Website (if applicable):

Content of Announcement:

Section C: SCHOLARSHIP SUBMISSION

Title:

Application Deadline:

Sponsoring Organization:

Contact Person's Name and Email:

Website (if applicable):

Brief Description of Scholarship: