

DEPAUL UNIVERSITY

COLLEGE OF LAW



ALUMNI RELATIONS STUDENT ORGANIZATION CLEARANCE FORM

Instructions: This clearance form should be completed for any College of Law student organization activity that will invite or have alumni attending. In order for your event to be cleared, this form must be completed. Please send the completed form to James Redmond, Associate Director of Alumni Relations, at jredmon4@depaul.edu.

GENERAL EVENT QUESTIONS:

1) What student group is proposing this event?

2) What is the name and purpose of the event?

3) What is the proposed date of the event (If you don't have an exact date yet, tell us roughly when you'd like to have the event)?

4) Who is the event contact person from your organization? Please indicate this individual's contact information (name, email, phone #).

5) What type of event is it?

Symposium	<input type="checkbox"/>
Fundraiser	<input type="checkbox"/>
Symposium/Fundraiser	<input type="checkbox"/>
Networking Reception	<input type="checkbox"/>
Other	<input type="checkbox"/>

6) Will there be an entrance fee per person?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

7) If the event is a fundraiser, will it have an auction and/or a raffle?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

8) Has your organization developed a budget for the event?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

9) What type of invitation are you planning on sending?

Print	<input type="checkbox"/>
Email	<input type="checkbox"/>
Both (Print & Email)	<input type="checkbox"/>

10) What is the approximate date you would like your invitation to go out?

Print	
Email	

11) For your group's invitation list, what segment of the alumni population are you looking to target?

All College of Law Alumni	<input type="checkbox"/>
Chicago-area College of Law Alumni Only	<input type="checkbox"/>
Former Student Participants/Supporters	<input type="checkbox"/>
Other	<input type="checkbox"/>

Please add any additional comments regarding the invitation list here:

12) Does your organization have a separate mailing list that contains alumni information?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

13) Any Additional Comments:
