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?

<table>
<thead>
<tr>
<th>Event Type</th>
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</thead>
<tbody>
<tr>
<td>Symposium</td>
<td>X</td>
</tr>
<tr>
<td>Fundraiser</td>
<td></td>
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<tr>
<td>Symposium/Fundraiser</td>
<td></td>
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<tr>
<td>Networking Reception</td>
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<tr>
<td>Other</td>
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</table>

6) Will there be an entrance fee per person?

<table>
<thead>
<tr>
<th>Fee Option</th>
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<tbody>
<tr>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>No</td>
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</table>
7) If the event is a fundraiser, will it have an auction and/or a raffle?
   Yes ☐
   No ☐

8) Has your organization developed a budget for the event?
   Yes ☐
   No ☐

9) What type of invitation are you planning on sending?
   Print ☐
   Email ☐
   Both (Print & Email) ☐

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 ☐
    Chicago-area College of Law Alumni Only ☐
    Former Student Participants/Supporters ☐
    Other ☐

   Please add any additional comments regarding the invitation list here:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________

12) Does your organization have a separate mailing list that contains alumni information?
    Yes ☐
    No ☐

13) Any Additional Comments:

   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________
   ________________________________________________________________