

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 and would be of interest to our law students. A weekly email will be sent to the law school community **each Monday** with information relevant to that week.

To ensure that your event notice or announcement is included in a particular Friday email, you **MUST** submit this form to Lawrence Arendt, Faculty and Programs Assistant, **by 5 p.m. the preceding Wednesday**. Events will not be included in the weekly email unless they have also been submitted for inclusion in the College of Law Events Calendar.

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: