

Student Organization Activity Notification Form

Completed form **MUST** be submitted to the Director of Diversity, Inclusion & Student Life, Ana Vazquez-Rivera, at avazquez@depaul.edu or in Office 945 (Lewis), at least **2 WEEKS PRIOR** to the date of the event¹

This form should also be submitted to the Student Bar Association, depaul.sba.president@gmail.com

THIS FORM MUST BE SUBMITTED FOR ALL STUDENT ORGANIZATION SPONSORED EVENTS – REGARDLESS OF WHETHER SCHOOL FUNDING IS REQUESTED OR USED FOR THE EVENT.

EVENT/PROGRAM DETAILS:

Sponsoring Student Organization(s): (name and acronym)

Sponsoring Student Organization(s) Contact Person: (Name, email, role in the organization)

Proposed Event/Program Title:

Proposed Event/Program Date, Time, and Location:

Event/Program Speakers or Participants: (include each speaker's position/title and, if available, attach or list the URL to each speaker's bio or resume)

Have you received approval from the University for the speaker? (if you will be hosting an outside speaker as part of the event)

¹ If the estimated cost is \$2,500 or above, this form must be submitted to Ana Vazquez-Rivera at least **6 weeks prior** to the date of the event.

Estimated Event/Program Budget: _____ **Chartfields Number:** _____

You must submit an itemized event budget with this form. If more space is required, please submit a separate sheet of paper.

Will alcohol be served or available at the event? YES or NO

What is the purpose of the event/program and how will it benefit the College of Law community? Be sure to note how it relates to the mission of your student organization.

I certify that we have informed our faculty advisor of all significant details of this event and our advisor has approved the event.

Name of Event Organizer