

Gonzaga Law School Event Planning Process

All student clubs and organizations must follow these guidelines for all their events and programs. This process is much more than just an event approval. Our hope is that the law school administration as well as the many other resources on-campus, can be of more assistance to clubs if we are aware of when, where, and how we might be able to assist and help. We hope that this process will make more people aware of club events and programs and also provide better communication and service to the clubs. These are the minimum number of steps required for all events, but do not necessarily include all the steps you may need to take for your specific event. We highly recommend you refer to the "Activity and Event Programming" section of the Gonzaga University Clubs and Organizations for other thoughts, ideas and considerations that will help with your event.

In order to ensure sufficient time to review all requests pursuant to the process detailed in the Event's Policy it is suggested that all requests be submitted with a minimum of 14 days advanced notice. Inadequate notice may affect the ability of the administration to approve a speaker or event.

Student Organization Name: _____

President: _____

Event Name: _____

Event Date: _____

Approved by:

SBA President: _____ Date: _____

Dean of Students: _____ Date: _____

Student Event Registration Questions

Contact Information

Group Name: _____ Financial Account #: _____

Representative: _____ Telephone Number: _____

Club President: _____ Email: _____

Facility

Space _____

Contact Waunita Myers

Space is tentatively reserved until Event Plan is approved.

Set Up Date and Times _____

Event Date and Times _____

Clean Up Date and Times _____

Capacity _____

Estimated Attendance _____

Purpose of the Event/Attendees/Admission Charge/Usage Agreement Required

What is the purpose of the event?

Presentation/Speech

Social/Reception

Dance

Auction/Fundraiser

Meeting

Film

Service/Volunteer

Game/Tournament

Trip/Travel

Other:

Please describe the event:

Is this event a collaborative and/or co-sponsored event?

Yes

No

If yes please list all co-sponsors and/or collaborators. For non-university groups please include a website or other information about the groups purpose/mission.

What is the relationship/agreement between your organization and the collaborators and/or co-sponsors? (ie. Financial, labor, advertising, etc.)

Who will be invited to attend this event?

Group

University Community

General Public

What is the expected attendance? _____

Please list any groups that you will specifically be encouraging or inviting to attend:

How will your group advertise the event? Please list all forms of advertising, marketing, etc.

NOTE: No publicizing for the event can take place until the event has been approved by.

Will you be charging admission to the event? Yes No

If yes how much will you be charging and how will tickets be sold?

Will there be any items sold at the event? Yes No

If yes, please list items to be sold and the sale price for each item.

Item:	Price:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: If you are selling items, collecting money or conducting any other financial business as part of this event, please work with your club/organization's treasurer to ensure safe money handling and that you are following all university policies around financial transactions.

If you are collecting money who will the proceeds be going to?

Our club/organization

Local Charity/Non-profit

Name: _____

Another campus group, organization or department

Name: _____

Outside group, organization or agency

Name: _____

Other

Name: _____

What is the amount of the anticipated proceeds, if any? _____

Who will the share in any proceeds (list all persons/entities & amount/percent)?

Presenter, Presentation, and/or Performance Information

Is there a speaker, presenter or performance? Yes No Unknown

If so, whom? (Please provide website link or other info with speaker biography)

What topic(s) will be presented?

What organization(s) does the speaker/presenter represent?

Please provide website address or attach additional information about the organization.

Gonzaga University's Events Policy requires that all speakers be approved by the Assistant Dean of Students at least four weeks prior to the event.

Has speaker been approved? Yes No

Signature of Assistant Dean: _____ Date approved: _____

Will copyright material (documents, videos, films, music, etc) be used for this event?

Yes No

If so, was written permission granted or royalties paid?

Yes No

Event Management

	Name	Phone	Email
Manager			

Co-Manager

Group's Advisor or
Professional Staff

Additional Needs

Will group require any equipment (tables, chairs, A/V) ? Yes No Unknown

If so, what?

A separate request for equipment must be submitted at least one week prior to the event.

For tables/chairs/trash & recycling bins contact Al Tesdal.

For A/V equipment contact the IT Department.

Will alcohol be served at the event?

Yes No

Has an "Authorization To Apply For A Banquet Permit or Special Occasion License" been submitted?

Yes No

Will food or beverage be served at the event?

Yes No

If so, **what** will be served and **who** will provide the food or beverage?

For catering information contact Susan Harmon.

Will decorations be used?

Yes No

If so, what type?

IMPORTANT: If your organization would like to solicit donations for the event, please refer to the Gonzaga University Law School *Policy on Student Organization Solicitation of Outside Individuals and Entities*.

Other Notes

Post-Event Summary

Total final budget _____

Department budget charged _____

Total number of attendees _____

Students: _____

Faculty: _____

Community Members: _____

Others (please include the names of any elected officials, University administration, WSBA or Spokane County Bar officials in attendance):

Comments about the event and suggestions for future planning: