

**PLEASE DO NOT COMMIT ANY LAW SCHOOL FUNDS OR EXTEND ANY SPEAKER INVITATIONS PRIOR TO APPROVAL OF THE FULL CONFERENCE APPLICATION**

Today's Date: \_\_\_\_\_

Individuals Responsible for coordinating the event: Name: \_\_\_\_\_ E-mail \_\_\_\_\_

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

Title of Conference: \_\_\_\_\_

Provide a brief description of the activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Event Dates: (1) choice \_\_\_\_\_ (2) choice \_\_\_\_\_

Have you consulted the SLS calendar and local community calendar for conflicting events?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

How does this conference promote the mission and purpose of your organization and SLS?

\_\_\_\_\_

\_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Who is your target audience? \_\_\_\_\_

\_\_\_\_\_

Where will your event be held, be specific (which SLS rooms will you need)? \_\_\_\_\_

\_\_\_\_\_

Are there other Departments/Organizations Involved? Please list: \_\_\_\_\_

Will they be sharing costs? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have a proposed list of guest speakers? If so, please list here: \_

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

Will you be providing travel reimbursement to your guest speakers? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you need hotel accommodations for your guests? \_\_\_\_\_ Yes \_\_\_\_\_ No

What meals will you be providing as a part of the conference? \_\_\_\_\_

Is there alcohol involved with your conference? \_\_\_\_\_ Yes \_\_\_\_\_ No