

**OFFICE OF EVENTS AND CONFERENCES:  
Event Request and Checklist Form**

<b>Type of event (i.e. lecture, symposium, reception, dinner)</b>	
<b>Title of Event</b>	
<b>Location</b>	
<b>Date &amp; Time</b>	
<b>Number of people expected and audience (i.e students, attorneys, faculty, etc...)</b>	
<b>Advertising needed (i.e invites, flyers, brochures)</b>	
<b>CLE Required</b>	
<b>Food and Drink required and budget</b>	
<b>AV Needs/ Music</b>	
<b>Overnight Accommodations (Hotel?)</b>	
<b>Gifts</b>	
<b>Welcome Packets and/or materials</b>	
<b>Photographer</b>	
<b>Special Instructions/ Other information</b>	
<b>Main Contact</b>	

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