



The Approval Form must be submitted and approved 4 weeks prior to your event.

Please complete the following and submit to Peter Dawe in MFH 4363.

GENERAL INFORMATION

Date Submitted: _____

Name (Faculty, student or group)			
What is your association with the Faculty of Law?			
Who is your Faculty Advisor?			
Contact Information (Name, email, phone)			
Event Name (including exact title)			
Detailed description and purpose of event			
Proposed location and/room(s)		Proposed Date/Time	
Name and association of guest speaker (if applicable)			
Target audience & number of people expected			

BUDGET

Revenue Estimate

How is your event being funded? (If no funding is required, skip to next section.)	
List the sources of funding	
Is your group planning to get a sponsor?	If yes, all funding requests need to be approved by the Director of Development, Faculty of Law, before approaching group/firm! Please describe in detail.
Are you selling tickets? If yes, how are you collecting the money?	
Other sources of income	

Total Revenue _____

Expenses Estimate

Rental Room Cost (if applicable)	
ComMedia Cost (e.g. microphones, audio/video recording)	
Do you need Catering?	Please contact Peter Dawe to arrange catering for your event.
Advertising (outside of the law school)	
Gifts for speakers (no alcohol, gift cards allowed, no donations – must be approved by the Dean)	
Other expenses	

Total Expenses for Speakers (including honorarium, travel, parking etc.)

Anticipated Profit/Deficit

_____	-	_____	=	_____
Revenue	-	Expenses	=	Gross Net Profit

ADVERTISING

***Please attach a Final draft of poster/ email to be used for advertising**

<p>How will you advertise?</p>	<p> <input type="checkbox"/> TV Screens (16:9 PowerPoint Slide) </p> <p> <input type="checkbox"/> Posters (11x17) </p> <p> <input type="checkbox"/> Monthly event email (Content due 25th of month) </p> <p> <input type="checkbox"/> Other (describe below) </p> <p>Other: _____</p> <p>_____</p>
<p>Do you require a registration page?</p>	<p>YES NO</p>
<p>Who will create your advertising materials?</p>	<p>Please contact Ali Abel, Manager, Marketing & Communications, if you need assistance creating your marketing materials.</p>
<p>Who is your audience? Check the following groups that apply.</p> <p> <input type="checkbox"/> JD Students <input type="checkbox"/> Grad Students <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Sessionals <input type="checkbox"/> Library, ALRI, ACLRC, CIRL <input type="checkbox"/> UCalgary Community <input type="checkbox"/> External Groups </p>	<p>List any external groups/firms individuals that you will be inviting</p>
<p>Are you expecting any VIP guests or speakers at your event (lawyers, judges, donors, etc.)?</p>	<p>Please let the Dean's Executive Assistant, Sharon Rayson, know via email as the Dean may want to attend your event.</p> <p>Email srayson@ucalgary.ca</p>

LOGISTICS

Serving Food
If yes, indicate the type, time, and location

Display Material/Selling- please describe

Who will be setting up the event?

8' Table – number needed _____

Indicate where to put table(s). _____

Name tags (guests) or name cards (panel discussion)

Lapel Mic number needed _____

Standing mic number needed _____

PowerPoint

Need assistance with set-up (sound & set-up PowerPoint). Recording the event? If yes indicate which group/company will be responsible.

Coat Rack

Directional signage

Welcome signage

Other notes: _____

The following individuals need to approve the event before proceeding:

Applicant name:

Signature:

Date:

Head of group/organization or Faculty advisor name:

Signature:

Date:

Operations Manager, Susan Marks

Signature:

Date:

Events Coordinator, Michael Nesbitt

Signature:

Date:

Marketing & Communications, Ali Abel

Signature:

Date:

Events Coordinator, Peter Desmond Dawe

Signature:

Date: