



THOMAS GOODE JONES SCHOOL OF LAW

Event Request Form

*Please submit this form to Ms. Shannon Mohajerin at least 10 days prior to your event/meeting with a couple exceptions. Big events (such as CLE programs, Symposiums, or events targeting alumni participation) will require more than three weeks notice. Events that use campus food service require at least two weeks notice.

Requester's Name: _____

Organization: _____

Requester's Phone: _____ Requester's Email: _____

Event Title: _____

Event Date: _____ Event Time: Start: _____ End: _____

Is the event? _____ On Campus _____ Off Campus

Location: _____

*If the event is on campus, please list your first and second request for room choices below.

On Campus Room Choice #1: _____ On Campus Room Choice #2: _____

Please provide a complete description of the event: _____

Speakers/VIPs attending: _____

Rise Vision: We would like the event to be publicized on the RV TVs. Circle **YES** or **NO**.
If you circled **YES**, what is the *earliest date* that you would like to *publicize* the event _____.
If you circled **YES** and wish to publicize your event with a picture, email the graphic/picture in jpg format to jdeboer@faulkner.edu at least three days prior to the publication date. If no graphic is requested, the event will be publicized with the written description above.

Student Newsletter: We would like the event to be publicized in the Student Newsletter. Circle **YES** or **NO**.
We would like the event to be publicized in the Student Newsletter for the Week of _____.
All Student Newsletter requests must be made by Thursday at noon the week before you would like the notice to run.

*By submitting, I agree to abide by all terms in the policies and procedures of Faulkner University and Jones School of Law.

Requester's Signature/Date

Approved by: Faculty Advisor/Date

Approved By:

Assistant Dean of Students/Date

Director of External Relations/Date

- AV: If AV assistance is needed, please contact EFC at helpdesk@faulkner.edu or by phone at 334-386-7171.
- Food: If you plan on serving food other than pizza, please contact Ms. Alice Moore at amoore@faulkner.edu at least 2 weeks before.
- Photography: To request photography for an event, please contact the Director of University Marketing, Patrick Gregory, at pgregory@faulkner.edu at least one week before the event.
- Security: If you plan to need security for your event, please contact campus security at securef@faulkner.edu or by phone at 334-386-7250.