

TAMU Law Student Organization
Event Request Form

Yes, you have to go in order!

Step 1: Student Affairs, Shawna Smith

Shawna's Contact Info: s.l.smith@law.tamu.edu or 817-212-3816

Initial Approval Signature: _____		Date: _____
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Step 2: Student Org Info

Organization: _____ Student's Name: _____ Position/Title: _____ Contact Number: _____ Contact Email: _____		Proposed Event: _____ Proposed Date of Event: _____ Purpose & Benefit: _____ _____
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Step 3: Student Org Advisor

Advisor's Name: _____		Date: _____ Signature: _____
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Step 4: Business Services, Lakota Coan

LaKota's Contact Info: lakotacoan@law.tamu.edu or 817-212-4080

Are you requesting funds? If YES , how much? _____ If NO , skip this step!		Date: _____ Signature: _____ Notes: _____
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Step 5: Events Coordinator, Deborah Barnett

Deborah's Contact Info: dbarnett@law.tamu.edu or 817-212-4048

Room/Space: _____		Date: _____ Signature: _____ Notes: _____
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Step 6: Student Affairs, Jennifer Merrywell

Jennifer Merrywell's Contact Info: jennifermerrywell@law.tamu.edu or 817-212-4111

Will you be creating a flyer?	→	Turn in to Jennifer Merrywell
Will you be expecting guests or a food delivery?	→	Fill out the Delivery Notice Form and turn in to Jennifer Merrywell
Do you need a speaker gift ?	→	provide 48 hours notice for gift request
Will you need tables or room setup?	→	Email Matt Pellegrino, Facilities Manager at mpellegrino@law.tamu.edu.
Will you require audio/video setup?	→	Email IT at law-it@law.tamu.edu.

Final Approval Signature: _____

Step 7: Sign & Turn In

I UNDERSTAND I AM RESPONSIBLE FOR SUBMITTING ALL RECEIPTS TO BUSINESS SERVICES IMMEDIATELY AFTER THE EVENT. FAILURE TO DO SO MAY RESULT IN DENIAL OF OTHER EVENTS.

Student Leader/Treasurer's Signature: _____

Please turn in completed form to Shawna Smith in Student Affairs.