

SBA Event Approval Checklist

Office of Student Affairs - Widener University Delaware Law School

Please have the appropriate person initial as you complete this form so that Associate Dean Susan Goldberg knows all the appropriate offices have been notified of the event.

ALL FORMS MUST BE SUBMITTED NO LESS THAN 14 DAYS PRIOR TO THE EVENT.

Submitted by _____ Org. _____ Date _____

Event Name _____ Phone _____

Event Description _____ Event Location _____

Event Date(s) _____ Event Time(s) _____

1. Approval by Associate Dean Susan Goldberg _____

2. Approval by V.P. for Academics/Community Affairs _____ or Student Relations _____

3. Clear date on Master Calendar with Connie Sweeney (4 th Floor). Please have her initial this entry.	<input type="checkbox"/>
4. If you would like to have an outside speaker, clear with Connie Sweeney in the Dean's Office (4th Floor) before the invitation is issued. Please have her initial this entry.	<input type="checkbox"/>
5. If the outside speaker is a Delaware Law alum, ask Connie Sweeney to initial this entry as well.	<input type="checkbox"/>
6. Please bring the following items (as applicable to the event) to the Office of Student Affairs (OSA) for approval: <ul style="list-style-type: none">• Room Reservation Form (Registrar's Office)<ul style="list-style-type: none">○ To reserve a room(s) in either the Main Law Building or Polishook, see Debra Berry (OSA) before bringing to the Registrar's Office.○ To reserve either Main Street or the Barristers' Club, see Connie Sweeney (4th Floor) before bringing to OSA.• Video Request (Media Services)<ul style="list-style-type: none">○ To request video equipment/services, see Debra Berry (OSA) before going to Media Services.	<input type="checkbox"/>
7. If you wish to publicize the event on the Electronic Bulletin Board (TV), send Debra Berry (dlberry@widener.edu) in OSA a PowerPoint slide (landscape ONLY) no less than fourteen (14) days prior to the event.	<input type="checkbox"/>
8. If you wish to post flyers for the event, please email the flyer(s) to Debra Berry (dlberry@widener.edu) for approval no less than fourteen (14) days prior to the event. Signs may only be posted on "general information" bulletin boards.	<input type="checkbox"/>
9. If there will be advertising or press outside the law school (newspapers, network television, etc.), you must have the approval of Dean Susan Goldberg (x2173.)	<input type="checkbox"/>
10. Bring this completed form to Debra Berry in the Office of Student Affairs.	<input type="checkbox"/>