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 (4th Floor). Please have her initial this entry.  
   Check: ☐

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.  
   Check: ☐

5. If the outside speaker is a Delaware Law alum, ask Connie Sweeney to initial this entry as well.  
   Check: ☐

6. Please bring the following items (as applicable to the event) to the Office of Student Affairs (OSA) for approval:
   a. Room Reservation Form (Registrar’s Office)
      i. To reserve a room(s) in either the Main Law Building or Polishook, see Debra Berry (OSA) before bringing to the Registrar’s Office.  
      Check: ☐
      ii. To reserve either Main Street or the Barristers’ Club, see Connie Sweeney (4th Floor) before bringing to OSA.  
      Check: ☐
   b. Video Request (Media Services)
      i. To request video equipment/services, see Debra Berry (OSA) before going to Media Services.  
      Check: ☐

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.  
   Check: ☐

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.  
   Check: ☐

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).  
   Check: ☐

10. Bring this completed form to Debra Berry in the Office of Student Affairs.    
   Check: ☐