

SBA Event Approval Checklist

Office of Student Affairs - Widener University Delaware Law School

Please have the appropriate person approve via email as you complete this form so that Associate Dean Alice Eakin 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 _____ Date _____

Student Organization _____ Position: _____

Event Name _____ Phone _____

Event Description _____

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

Please circle one: In-Person / Online Event Location/Online Platform _____

1. Approval by Associate Dean Alice Eakin _____

2. Approval by SBA President or Secretary _____

3. Clear date on Master Calendar with Connie Sweeney (cmsweeney@widener.edu). Please have her initial this entry or attach confirmation email.	<input type="checkbox"/>
4. If you would like to have an outside speaker, clear it with Connie Sweeney in the Dean's Office (cmsweeney@widener.edu) before the invitation is issued. Please have her initial this entry or attach confirmation email. - If the outside speaker is a Delaware Law alum, please have Connie initial this entry or attach confirmation email.	<input type="checkbox"/>
5. To reserve a room for the event in the Main Law Building or Polishook, fill out the Room Reservation Form on the Registrar's Office page.	<input type="checkbox"/>
6. To reserve either Main Street or the Barristers' Club , contact Connie Sweeney (4 th Floor). Please have her initial this entry or attach confirmation email. To request video equipment/services, contact Dave Vallee (dsvallee@widener.edu). Please have him initial this entry or attach confirmation email.	<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 you'd like to advertise outside the law school (newspapers, network television, etc.), you must have the approval of Dean Alice Eakin (x2215).	<input type="checkbox"/>
10. Bring this completed form to Debra Berry in the Office of Student Affairs.	<input type="checkbox"/>