

## Process for Speakers or Events Sponsored by Student Groups

[Approved 8/25/2018]

Beginning of semester:

- Submit budget proposal to SBA treasurer
- Submit speaker/event information form to student group faculty advisor to ensure awareness of event and allow consultation about format – preferably at the beginning of the semester but at least 3 weeks before the date of the event.
- Submit any room reservation or other requests to Events Coordinator – preferably at the beginning of the semester but at least 3 weeks before the date of the event. This deadline includes requests for reserved parking, room set-up, technology needs, and food and beverages.

At least 3 weeks before the event:

- Submit speaker/event information form to student group faculty advisor, if not done at beginning of semester. Remember, this step is required before scheduling an event on campus.
- Submit any room reservation or other requests to Events Coordinator
- Discuss food and beverages plans with the Events Coordinator. Order food through Bon Appetit (on campus catering) or off-campus vendor (must fill out and submit food service waiver form if using off-campus vendor).

At least 2 weeks before the event:

- Advertise speaker/event through the law school's announcements account ([announce@lclark.edu](mailto:announce@lclark.edu)). This is required. Also recommended are posting on the internal L&C Law calendar, flyers (posting approval given by Events Coordinator), class Facebook groups, and LiveWhale Events.

Except as discussed below, failure to comply with these requirements may result in denial of facilities for the event. Note that all room reservation requests made within 3 weeks of a requested speaker/event date must be approved by the Associate Dean of Student Affairs. (Note that it is unlikely that late requests will be approved, and no more than 1 late request per group/year can be approved.)

Alternative or Responsive Events:

Students who wish to schedule an alternative event in response to an announced speaker invited by another student group are not required to comply with the three-week time frame. Students who wish to schedule an alternative event should contact their faculty advisor and the Associate Dean of Student Affairs as soon as possible to request expedited processing of their event. Unless extraordinary circumstances exist, students should initiate this process at least one week before the event. Note, as well, that space may be limited or unavailable for expedited requests.