



Dear SBA Family,

The SBA is dedicated to assisting you in hosting and planning the most successful event possible.

If you are planning an event, we encourage you to fill out these forms. These forms are designed to help you in planning, organizing, and coordinating your events and activities. Completing these forms both helps solidify the thought process and allows the SBA to best support in the preparation and execution of the event. Please be as detailed as possible, giving as much information as you have available, particularly in the Description and Breakdown of Costs. The Publicity Form allows the SBA to create posters for your event and to publicize it on the SBA website.

We ask that you return this packet to the grey box in the SBA Office at least fourteen (14) days in advance of your event.

We are excited to hear about your events and look forward to working with you in the future.

Sincerely,
Student Bar Association



SBA Event Form

Name/Email

Event?

Description?

**What Supplies
Do You Need?**

Date/Time?

Location?

**Organizations
Involved?**

Food/Beverages?

**Estimated
Attendance?**

**Breakdown of
Costs?**

**Please attach additional pages if you need them (Return this form back to the SBA office!)*



SBA Publicity Form

Name/Phone Number:	
Date of Your Event?	
What Is the Title of Your Event?	
Description?	
Admission Cost?	
Location?	
Start Time?	
Date to Start Promoting Your Event?	
How Do You Want Us to Promote this Event?	<input type="checkbox"/> Flyer <input type="checkbox"/> Website <input type="checkbox"/> Announce Account (email to sba@lclark.edu)
Any Special Requests?	

**If you want this in the Announce Account, remember to email in sba@lclark.edu!*