LAW SCHOOL EVENTS

General Events
These frequently draw an internal audience and often require few elements outside of a room reservation, available classroom technology, an announcement of some sort, and a minimal budget, if any. Examples include student organization meetings and brown-bag lunch lectures.

Major Events
These typically require far more time and planning, and often are higher-profile. These might draw audiences internally, from Loyola alumni, or from the wider public, and will typically require elements such as media and technology support, advance invitations, advertisements, catering, housekeeping, and so forth. Examples include journal conferences and symposia, receptions and dinners, and annual events such as Trivia Night or the PILS Auction.

General Event Notification Form
Notify Administration of your event through website (PDF or email options).

Planning Process
Generally these will be very simple events; ask for administration’s support whenever necessary.

Day of Event

Post-Event Wrap-Up
Brief PDF form (optional)

Major Event Proposal Form
Notify Administration of your event through website (PDF).

Initial Meeting, Event Approval
Planners + Administration, to discuss plans, budget, etc.

Series of Event Deadlines
Certain elements of planning must be completed by set times prior to event. Failure to adhere to schedule puts event at risk of being cancelled.

Day of Event

Completed Budget Worksheet Due
(if applicable)

Post-Event Wrap-Up
Brief PDF form; meeting if deemed necessary or helpful by Administration.