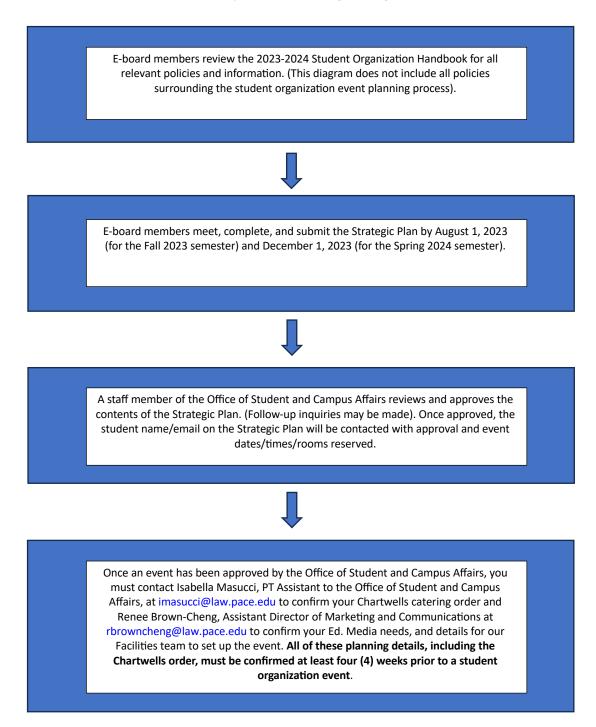
STUDENT ORGANIZATION EVENT PLANNING OUTLINE

As set forth in the 2023-2024 Student Organization Handbook, to encourage greater attendance and efficiency of planning efforts, student organizations may host up to two (2) events <u>each</u> semester that require event catering funding. Students may request up to one (1) additional event <u>each</u> semester that does not require event catering funding.



Room Reservation Requests for General Body Meetings

With respect to room reservations for general body meetings, such requests must be sent by email to <u>studentaffairs@law.pace.edu</u> at least three (3) weeks prior to the date/time requested. Your request must include (1) the name of the student organization hosting the meeting and (2) the date and start/end time requested. The Office of Student and Campus Affairs will confirm a room with you by email.