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The student organizations exist to enhance the academic mission and the social aspects of a Pace Law School education. Organizations provide the opportunity to share experiences with other students of various backgrounds and to develop leadership skills. This handbook is designed to provide guidance for students who are creating a new student organization and for those who are assuming the leadership of an existing student organization. This handbook, effective August 1, 2013, supersedes all of our previously published handbooks. Please note that the policies set forth are binding for all matriculated Pace Law students. As a member of an organization, you are expected to have read and understood this handbook. Pace Law School reserves the right to change the policies governing student organizations at any time during the year without prior notice. Any questions concerning the contents of this handbook should be addressed to the Office of Student Services at (914) 422-4136

I. EXISTING ORGANIZATIONS

The Office of Student Services serves as the liaison between the student organizations and the law school administration. Periodic email communications will be sent to the leadership of the student organizations. It is the executive boards’ responsibility to check their Pace Law e-mail accounts.

In addition, student leaders should:

1. Submit a budget proposal to the Student Bar Association to request funding before each semester.
2. Submit updated information about the leadership of your organization to the Director of Student Services so that the Student Organization Officer’s Contact List can be updated accordingly.

A. Student Bar Association (SBA)

All recognized organizations fall under the jurisdiction of the SBA. The SBA Executive Board and Assembly are elected by the student body and are responsible for assisting in the policy-making decisions that affect organizations. All organizations are required to abide by all policies and decisions of SBA and the administration.

The executive board members and SBA representatives can be found at https://law.pace.edu/campus-life/student-organizations.

B. Organization Constitutions

In addition to adhering to policies and procedures set forth by the SBA, each organization is bound to abide by its own constitution. The constitution defines the organization’s purpose and provides an outline of the operational procedures and methods of transition from one academic year to the next. Each year the elected officials for the organization should carefully review the constitution and, if necessary, submit changes to reflect the organization’s growth. Copies of all constitutions can be found in the Office of Student Services.
C. Mail
Organizations have mail folders (next to the student mail folders) in the Preston Hall Student Lounge for all incoming mail. Outgoing mail may be dropped off at the Office of Student Services.

D. Office Space
Aloysia 204 is the SBA office. Storage space is allocated for each student organization. Each organization is responsible for maintaining its own materials and supplies.

II. STARTING A NEW ORGANIZATION
To be eligible for formal recognition the organization must request approval, in writing, from both the SBA and the Office of Student Services.

A. Recognition Requirements
If you would like to start a new organization, you must first meet with the Director of Student Services and propose your idea for a student organization. Membership must be open to all students and your proposed organization must have a constitution that reflects the Law School's commitment to diversity and does not exclude any individual from participating based upon a discriminatory reason.

After you have met with the Director and identified a faculty advisor, you will be ready to seek SBA recognition by taking the following steps:

1. Submit a Constitution* and a written proposal to the Director of Student Services and the SBA including a list of at least 10 interested members and their signatures.
2. Identify a faculty advisor.
3. Explain your organization's relationship with its national organization, if applicable.
4. Contact the SBA president for instructions about getting your group's formal SBA approval and submitting funding requests.

*The constitution should include the following:

- The name of the proposed organization
- The organization's purpose(s)
- A definition of the responsibility of each of the chief officers, one of who must be assigned to keep the organization's financial records
- "Procedures and Guidelines" for the election of officers
- A statement that clearly indicates the length of each officer's elected term
- A non-discrimination statement
- Inclusion of the following statement to comply with University rules: This organization operates under Pace University policy as regulated by the Regulation by Colleges of Conduct on Campuses and Other College Property Used for Education Purposes, found in Title 7, section 6430, 6431, 6432, 6433, 6434 and 6436 of New York's Education Law.

*Sample by-laws can be obtained from the Office of Student Services

B. Reactivation of an Organization
Depending on the length of the "inactive" period, the SBA and the Office of Student Services reserves the right to request a formal update of the constitution and student roster.
III. FINANCES

A. Funding and Accounts
Funding for Student Organizations comes from the Office of Student Services and from individual organization fundraising. We ask that student organization leaders think carefully about expenditures for events and programming. Funding comes directly from every student and should be dedicated to providing events that benefit the entire student body and support the educational mission of the Law School.

In order for an organization to receive funding from the Office of Student Services and the SBA, it must have submitted a budget and a business plan to the SBA and must have ten (10) active members on the roster (roster requires signatures of the members in addition to the executive board).

Each organization has two accounts, which are described below.

1. Organization Accounts: Every year, the SBA and the Office of Student Services will provide student organizations with funding. The amount of these funds is determined by the budget plan submitted by each organization. These funds do not carry over from one fiscal/academic year to the next.

2. Agency (“Restricted”) Accounts: An agency account is assigned to every student organization. Funds for this account are from individual organization fundraising initiatives. The balance of an agency account carries over from one fiscal/academic year to the next and does not revert back to the Law School at any time. If an organization remains inactive for more than one year, any money remaining in its agency account will be transferred into a General Agency Account.

B. Organization Funding Restrictions
SBA funding may only be used for food and/or refreshments at the FIRST meeting of the year for recruiting. All future organization meetings where food and/or refreshments are served must be funded from the organization's agency account or by members.

University policy prohibits the Office of Student Services from making any reimbursements for items purchased from outside vendors without approval from the Office of Student Services. Examples of approved vendors are:

- Theresa Gonzalez (Tee shirts, mugs, and marketing items)
  Stay Visible
  Phone: 203-746-2111
  Fax: (203)746-6658
  www.stayvisible.com
  Please contact the Office of Student Services for assistance with ordering.

- Broadway Pizzeria (Pizza, Italian-American food)
  16 N. Broadway
  N. White Plains, NY 10603
  Phone: (914) 428-6218
  If an organization charges food to the Pace account at Broadway, a student representative must bring the receipt to the Office of Student Services with a list of the attendees.
Items purchased for fundraising purposes must be paid for out of an organization’s Agency Account.

C. Expenditures & Reimbursements

- Organization members who submit receipts for reimbursement should be prepared to provide a written explanation of the purpose for the purchase. **ALL RECEIPTS SUBMITTED MUST BE ORIGINALS; copies will not be accepted by the University.**
- All purchases must be made by the last day of classes. All receipts must be submitted to the Office of Student Services by the last day of exams.
- Organizations will not be reimbursed from SBA funds for end-of-the-year dinners/parties. Agency account funds may be used if available.
- Credit card purchases must include the original itemized receipt.
- Off campus meetings and events will not be reimbursed without prior approval. At no time will alcohol be reimbursed.
- Items purchased by organizations are the property of the Law School.

Once funds are depleted, no additional funds will be available for reimbursements. The SBA may be petitioned for additional funding, but there is no guarantee that such funds will exist and be available.

1. **Petty Cash Vouchers** may be issued for up to $100 (per week, per person) to reimburse individuals who have spent their own money. Original receipts that include the store/vendor’s name, date, item and price are required to obtain a petty cash voucher. A voucher is issued by the Office of Student Services and then taken by the organization representative to the Bursar’s Office to receive cash.

2. **Travel and Expense Reimbursement Forms** are used for reimbursements over $100 for travel and related expenses. As with other reimbursements, original receipts that include the store/vendor’s name, date, item and price are required. A check will be sent directly to the student.

3. **Direct Billing.** Upon approval from the Office of Student Services, organizations may bill their accounts directly for Bookstore charges, Document Services, Educational Media, Food Service, and Transportation requests.

D. Deposits

All funds generated by an organization must be deposited into its agency account. Organization representatives must complete an Organization Revenue Deposit Form and submit it with cash and/or checks to the Office of Student Services for deposit.

E. Important Notes

1. Student organizations are **not permitted to have an outside bank account.**
2. The organization Treasurer should keep accurate records of all account withdrawals and deposits. Should you have any questions regarding budgets, account activity or balances, please make an appointment with Student Services.
3. Organizations are required to deposit any money collected within 24 hours of the event.
IV. ORGANIZATION EVENTS

An event checklist is included in the Appendix to assist you in planning an event before meeting with Student Services. Regardless of the type of event, certain procedures must be followed. **All events on campus must be held in compliance with the policies and procedures set forth in this manual.**

A. Scheduling a General Meeting
Contact the Office of Student Services to reserve space for general meetings of student organizations.

B. Scheduling an Event
Complete a Student Organization Event Proposal Form, included in the Appendix. Submit it to the office of Student Services. Confirm available dates with Patrick before confirming a date with a guest speaker.

C. Procedure for Hosting a Formal Event
Formal events are defined as those events/programs that feature speakers, panels, honorees or other entertainment. Any event with mailed invitations to alumni, bar associations, and other legal communities outside the Law School are also considered formal.

Organization representatives must meet with a student services staff member at least five (5) weeks prior to the scheduled date of the event. Prior to inviting a speaker/performer* on campus, the Office of Student Services must be notified and a biography must be supplied.

D. Honorariums
In order to provide an honorarium to a speaker, please see the Office of Student Services. Once approved, a general letter will be sent to a speaker acknowledging that an honorarium will be paid for their speaking engagement. A second letter is sent with the check acknowledging their service. Please allow four weeks for processing a check.

*As part of a University, we are responsible to our students and our community at large to maintain our reputation and good name. In those relatively few instances when a speaker’s appearance on campus could reflect disadvantageously upon the Law School, an ad hoc all-Law School committee will be formed to weigh the effect upon the Law School. This will consist of members representing, and selected by, the administration, faculty and student body. The decision rendered by the committee will be considered as representing the judgment of the academic community.

E. Contracts
All vendors and entertainers must sign a contract as required by the University. A representative from the organization must meet with the Office of Student Services at least six weeks prior to the scheduled event date, as the University's Counsel must review, approve and sign the contract.

Vendors are always paid by University check, never by cash. Do **NOT**, under any circumstances, pay a performer with your own money. You will **NOT** be reimbursed!

**IMPORTANT NOTE:** No student is permitted to sign any contract. Contracts are to be signed only by the appropriate University officer. Any student signing a contract will be held liable for its conditions and may be subject to disciplinary charges. The Law School cannot be held liable for a contract signed by a student.

F. Catering
Organization representatives should review menu options and decide on the room set-up for an event with a representative from the Office of Student Services. **Food orders for all events must be submitted at least two (2) weeks prior to the scheduled event date.** Student Services will assist you in processing a purchase order to pay for your food. If an organization has not responded to requests for food orders, Student Services reserves the right to complete all menu choices.

Chartwells is the exclusive Pace Law School vendor and is capable of providing a variety of creative menus. No outside catering is allowed, except for pizza or religious requirements.

**G. Copy Services**
Please contact the Office of Student Services for all copies, flyers, posters and event programs for your student organization.

**Organizations will not be reimbursed for copies produced by an off-campus duplication service, such as Kinko’s.**

**H. Educational Media**
Educational Media includes microphones, projectors, laptops, etc. Requests should be made at the initial meeting with Student Services to ensure equipment availability. **Educational Media requests must be submitted at least two (2) weeks prior to the scheduled event.** The following fees apply:

- For all events held during regular business hours, for sound systems and other equipment where Ed Media staff is not required, there is a standard fee of $20.00 for set-up and pick-up
- For all events after 5:00 PM or on weekends where Educational Media staff is required, additional fees may apply.

**I. Invitations**
For formal events, organization representatives must provide student services with an invitation or letter and properly formatted mailing list(s) to create a merge. Representatives are responsible for labeling and stuffing envelopes. **All invitations to individuals outside the Pace community must be mailed no later than one month prior to the scheduled date of the event.** Events that are not in compliance are subject to cancellation.

**J. Public Events**
If your event has a large number of attendees from outside of the Pace Law School community, it may require special arrangements for parking. You must keep an RSVP list, which should be submitted to the Office of Student Services one day before the event.

**K. Transportation Requests**
**ONLY** the Office of Student Services may request transportation from the University. Transportation requests must be submitted at least two (2) weeks prior to the scheduled event date and are subject to availability.

**L. Posting/Distribution Policy**

1. Materials are not to be placed in student mailboxes.
2. You may post flyers on bulletin boards only. **Do NOT post on glass, wood or wall surfaces.**
3. Flyers must be removed by the responsible organization no later than 24 hours after the event.
4. No publicity shall advertise alcohol as the main draw.
5. No form of publicity may be offensive, obscene or inappropriate in nature.

M. Fundraising Events
Any event that is labeled a fundraiser must clearly advertise the recipient of the funds and what percentage of the proceeds are being donated to charity. Items to be sold for fundraising purposes may only be purchased through an organization’s agency account.

- All proceeds from raffles must be deposited into the organization’s agency account, even if they are to be donated to charity. Members of an organization’s executive board are prohibited from participating in their organization’s raffles, but may participate in raffles held by other organizations.
- Please limit your sales to baked goods only. You may not sell any lunch or dinner hot food items.
- Organization members are expected to donate a portion of the goods for sale. Not all items purchased will be reimbursed.

N. Canceling an Event
If you must cancel an event for any reason, you must contact the Office of Student Services immediately. At least three days advance notice of cancellation is required for all events with transportation, educational media or food requests. Organizations that do not adhere to this deadline may be responsible for any charges incurred.

O. Additional Notes

1. The Office of Student Services will not grant approval to any function that is primarily violent, sexist or racist in nature. Additionally, the Office of Student Services will not approve any event that features alcohol as the main draw. In terms of inappropriate verbal behavior, the same standards would apply.
2. If an event is found to be in violation of Law School policies and/or the policies set forth in this manual, the Office of Student Services has the right to cancel the event in progress.
3. The Office of Student Services may also cancel any event that has violent, sexist or racial overtones.

NOTE: This list is not all-inclusive. As new events arise, they must be approved.

V. SCHOOL-SPONSORED TRAVEL TO CONFERENCES
Requests for funding attendance at regional or national conferences of member organizations should be made in accordance with the following provisions:

1. Requests must be submitted in writing to the Assistant Director of Student Services at least one month prior to the anticipated trip;
2. The request must include:
   - A detailed budget (registration fee, hotel accommodations, airfare or train)
   - A copy of the conference registration form;
   - A copy of the conference schedule;
- A list of meals included in the conference registration fee;
- A statement explaining how attendance at the conference will promote the law school and the student organization and benefit the student; and
- Disclosure of financial support from any other sources, including a student organization, other departments, or parent organizations.

3. If more than one student is traveling to the conference, rooms will be reimbursed only if based on double occupancy, where possible;

4. Students and student organizations seeking funding are expected to contribute a portion of the costs of attendance;

5. The Director of Student Services will notify the students of the level of funding assistance within two weeks of the submission of the request for funding;

6. Airfare costs will be based on the lowest available internet fee;

7. All requests for reimbursement must be submitted to Student Services within two weeks after the completion of the conference;

8. The Travel and Expense Reimbursement Form must be accompanied by an original, detailed receipt for each item of expense included on the form. Only normal business expenses will be eligible for reimbursement, which does not include the cost of such items as entertainment or alcohol.

9. Each Travel and Expense Reimbursement Form must be accompanied by a report about the student's experience at the conference. Travel and Expense Reimbursement Form will not be submitted for reimbursement unless the report has been submitted.

VI. ALCOHOL POLICIES

A. Alcohol Policy for All Student Organizations
An organization reserving University space will be held responsible for the following Law School policies regarding alcoholic beverages.

1. Wine or beer may be served at student and law school dinners and at receptions at which there is substantial food service.

2. All requests for wine or beer service must be approved by the Office of Student Services.

3. All alcohol must be purchased through Chartwells. Alcohol may not be purchased by students.

4. Wine will be served by the glass from serving stations or by waiters going from table to table. Bottles of wine or wine in other containers may not be placed at dinner tables.

5. In consonance with University policy, hard liquor may not be served at any function.

6. If beer is served, a server and security guard must be hired.
7. Violations of these procedures or of the University Policies regarding alcohol use and intoxication may subject a violating student to disciplinary action.

B. Alcohol Policy for Large Student Events

1. A separate, defined area shall be established for the serving and consumption of alcohol at outdoor events. No one under the age of twenty-one (21) shall be admitted into this area. Alcohol may not be taken outside this area unless the Office of Student Services has been petitioned and has decided that this will be permissible at a particular event. Indoor events with alcohol are confined to the room where they are held.

2. The server will provide only one drink per person, per trip when dispensing the beverage.

3. At all events where alcohol is served, an equivalent amount of non-alcoholic beverages and a sufficient amount of food, to be approved by the Office of Student Services must also be served.

4. To serve wine or beer at any reception, permission must be obtained from Student Services. Identification to confirm the age of anyone requesting alcohol is required and is the responsibility of the sponsoring organization, under the supervision of the Office of Student Services.

5. Large events as determined by the Office of Student Services may require additional Security. The cost for a Security Guard is $25 per hour for a minimum of 4 hours.

C. Alcohol and Drug Abuse and a Drug-Free Environment

Policy Statement
Pace University has a strong commitment to a healthy and safe environment for all members of the University community. Any use of alcohol and drugs that is illegal or violates this Policy will not be tolerated.

It is the policy of the University that the unlawful use, possession, sale, distribution, or manufacture of controlled substances and alcohol on University property or at University sponsored programs and activities are prohibited. Even though its possession or consumption may otherwise be lawful, alcohol, except in limited circumstances, is not permitted on University property or at University sponsored programs and activities.

There are two exceptions to the prohibition against the possession and consumption of alcohol on University property and at University sponsored programs and activities. One exception to this Policy is for the moderate possession and consumption of alcohol at University sponsored programs and activities by individuals legally permitted to possess and consume alcohol, provided prior written approval from the appropriate University representative has been granted. The second exception permits students, who are at least 21 years of age to possess and consume a moderate amount of beer or wine (not hard liquor) in their residential housing room.

This Policy applies to each member of the University community—students, faculty, and staff—as well as to contractors, vendors, licensees, invitees and visitors.

This Policy is in compliance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, and it is distributed to every student and faculty and staff member.
VII. **Dissent and Picketing Policy**

Since the purpose of any University is the search for truth, dissent has a most legitimate place in our community. Dissent, however, must not interfere with the operation of the institution, which provides its very legitimacy. Therefore, dissent or demonstrations and rallies must adhere to the University protocol on this subject. The demonstrations and rallies must always be non-violent and considerate of the rights of all members of the Pace Law School community. Picketing and distribution of materials are permissible in the proper areas. Should any questions arise concerning this policy, the Dean for Students should be consulted ahead of time.

VIII. **Non-Discrimination Statement**

The University is strongly committed to maintaining a working and learning atmosphere that is free from unlawful discrimination, harassment and retaliation. The University is also an equal opportunity employer that is strongly committed to making all personnel decisions without regard to actual or perceived sex, gender or gender identity, race, color, national origin, religion, creed, age, disability, citizenship, marital or domestic partnership status, sexual orientation or aggectional status, genetic predisposition or carrier status, military or veteran status, status as a victim of domestic violence, sex offenses or stalking, or any other characteristic protected by federal, state or local law, rule or regulation.

All University employees, supervisors, administrators, officials, faculty members, students and applicants, as well as everyone with whom the University does business (e.g., outside vendors, consultants, contractors) are prohibited from engaging in unlawful discrimination and/or harassment based on any of these protected characteristics.
## Petty Cash Voucher

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Company/Dept.

Business Purpose Discussed

Department Approval (print)  
Department Approval (sign)  
I hereby CERTIFY that I have received the TOTAL amount above.

Print  
Sign  
Ext.  
Verified by OBA Representative (Sign):  
Date

* If more space is needed, please attach a sheet.

Original Receipts must be STAPLED to back of voucher.

Adopted: September 1988  
Last Modification: April 2008
# TRAVEL AND EXPENSE REIMBURSEMENT FORM

- **Advance Request** ☐  **Final Accounting** ☐

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**Note:** Include original receipts for all expenses. Please explain business purpose.

**ALL EXPENSE REPORTS MUST INCLUDE ORIGINAL RECEIPTS AND EXPLANATION OF BUSINESS PURPOSE.**

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<td><strong>Telephone Basic Services</strong></td>
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<td><strong>TOTALS</strong></td>
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**Originating Dept. Use**

- **Requested By:**
  - Name:
  - Date:
  - Signature:

- **Bdgt Mgr. Appro. (Print):**
  - Name:
  - Date:

- **Bdgt Mgr. Appro. (Sign):**
  - Name:
  - Date:

**Approval Resides Where Funds Are Budgeted**

**Financial Services Office Use:**
- **AP:**
- **Reviewer:**
- **Date:**
- **Date:**

Created: September 1988
Last Modification: July 2004

1
### RECONCILIATION OF CASH ADVANCE

<table>
<thead>
<tr>
<th>ADVANCE RECEIVED</th>
<th>ADVANCES</th>
<th>F00121-A14901</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*PROVIDE EXPLANATION / DESCRIPTION</td>
<td></td>
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</tbody>
</table>

#### BUSINESS PURPOSE OF EXPENSES INCURRED

(Every report must contain a clear statement of the business purpose of expenses incurred)

<p>| |</p>
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</table>

#### AIR, TRAIN, AUTO

(Attach Receipts)

<table>
<thead>
<tr>
<th>DATE</th>
<th>FROM City, State, Country</th>
<th>TO City, State, Country</th>
<th>Description</th>
<th>Receipt No.</th>
<th>Private Auto Miles</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MM/DD/YY</td>
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</tbody>
</table>

(Must agree to page 1 - Air, Train and Auto) TOTAL $ 0.00

#### MEALS AND ENTERTAINMENT

(Attach Original Receipts)

Provide a detailed explanation of the business discussed

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

(Must agree to page 1 - Meals and Entertainment) TOTAL $ 0.00

#### OTHER

Provide a detailed description of the expense & explanation of business purpose

<table>
<thead>
<tr>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(Must agree to page 1 - Other) TOTAL $ 0.00

Created: September 1988
Last Modification: July 2004
ORGANIZATION REVENUE DEPOSIT FORM

DATE: ________________________________________________________________

EVENT: ______________________________________________________________

ACCOUNT: ____________________________________________________________

EVENT SPONSOR(S): _____________________________________________________

_______________________________________________________________________

NAME OF DEPOSITOR: ___________________________________________________

AMOUNT COLLECTED:

100 x _____ = _______
50 x _____ = _______
20 x _____ = _______
10 x _____ = _______
 5 x _____ = _______
 1 x _____ = _______

.25 x _______ = _______
.10 x _______ = _______
.05 x _______ = _______
.01 x _______ = _______

Total $ __________________

CHECKS (List Separately):

<table>
<thead>
<tr>
<th>Check Number</th>
<th>Check Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
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</tbody>
</table>

Check Total: $ __________________

Grand Total $ __________________

SIGNATURES:

_______________________________________________________________________

Organization Representative  Student Services Representative
# Event Proposal Form

## Event Information

<table>
<thead>
<tr>
<th>Organization:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Name:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone:</td>
<td></td>
</tr>
<tr>
<td>Contact E-mail:</td>
<td></td>
</tr>
<tr>
<td>Event Name:</td>
<td></td>
</tr>
<tr>
<td>Event Description:</td>
<td></td>
</tr>
</tbody>
</table>

Preferred Date/Time with 2 Alternates:  

Room Preference:  

Expected Number of Attendees:  

Guest Speaker/Contact Information (attach bio):  

## Room Setup/Educational Media Requests

| EdMedia: any technology that is needed for the event needs to be noted here |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Laptop | Live Stream | Sound Recording | Sound Microphone(s) |
| DVD | Projector | Video Camera |  |

Specifics about media (i.e. “3 microphones for panelists on the table on the stage”):  

---

---
Room Set Up: please list how the room needs to be set up for the event

- [ ] High Tables
- [ ] Round Tables
- [ ] Chairs (per table or set up in rows)
- [ ] Podium
- [ ] Tables for Serving
- [ ] Rectangular Tables

Describe the setup (i.e. “one rectangular table with 3 chairs on the stage for panelists”):


Event Funding/Costs

Please mark what money will be spent on and where the funding is coming from:

- [ ] SBA Org Agency Account
- [ ] SBA Org Budget
- [ ] Outside Funding
- [ ] Outside Funding Post Event Donation
- [ ] Chartwells Catering
- [ ] Outside Catering (i.e. Broadway)
- [ ] Security (needed at any event with alcohol)
- [ ] Tablecloths/Linens
- [ ] Cutlery/Plates/Glasses
- [ ] Plastic/Paper Products

Please attach your Chartwells Order

Estimated Cost and Amount in Budget/Agency Account being used:

List and specify an estimated cost of each above aspect of event:

1. 
2. 
3. 
4. 
5. 

Amount allotted by SBA for this event:

Please list what outside funding is providing and what organization is providing the funding:


Please list any donations that are being made as a result of the event (i.e. gift card from Lexis):

Additional Comments, Concerns, or Requests

Anything else we need to know?: