

**Date of Request**

**SIU SCHOOL OF LAW**  
**RSO EVENT, FUNDING AND REFRESHMENTS PRE-AUTHORIZATION**

*(PLEASE SUBMIT REQUEST OF PROPOSED EVENT TO KRISTY WHITE, ROOM 139)*

Name of RSO \_\_\_\_\_

Contact Person \_\_\_\_\_ SIU email \_\_\_\_\_

Signature of contact person: \_\_\_\_\_ Phone \_\_\_\_\_

How will **YOU** publicize this event? \_\_\_\_\_ flyers \_\_\_\_\_ TWEN \_\_\_\_\_ Facebook

**Event Date** \_\_\_\_\_ **Begin Time** \_\_\_\_\_ **End Time** \_\_\_\_\_ **Location** \_\_\_\_\_

**Description:** (member meeting, lecture, luncheon, etc.) (**Include Event or Program Title**)

\_\_\_\_\_

**Will there be an outside speaker? If so name of speaker and attach brief bio:**

\_\_\_\_\_

**Will you need AV assistance?** \_\_\_ Yes \_\_\_ No **If so, what type?** \_\_\_\_\_

**TYPE & NUMBER of guests expected.** \_\_\_\_\_ Students \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Visitors

Do you have funds in your RSO's private account to cover these expenses? \_\_\_ Yes \_\_\_ No

Estimated Budget \_\_\_\_\_ RSO account balance \_\_\_\_\_

**Food Requested?** \_\_\_ Yes \_\_\_ No Cristaudo's \_\_\_\_\_ Fazoli's \_\_\_\_\_ McAlister's \_\_\_\_\_

Panera \_\_\_\_\_ Primo's \_\_\_\_\_ Quatro's \_\_\_\_\_ Schnucks \_\_\_\_\_ Whiffle Boys \_\_\_\_\_ Other \_\_\_\_\_

Water/Tea/Lemonade/Soda requested? \_\_\_ Yes \_\_\_ No **A \$10 minimum charge will be assessed for each event where beverages are requested. There will be an "up charge" for an amount to be determined for "extra" participants.**

Law Student Services Approval \_\_\_\_\_ Budget Purpose # \_\_\_\_\_

Date \_\_\_\_\_