



Small Event Proposal

This form must be completed and submitted by any student group that wishes to hold a small event. Small events include, but are not limited to, presentations, information sessions, and panel discussions. Please complete this form and submit to Melissa Satchell (msatchel@law.upenn.edu) for approval at least **TWO WEEKS** prior to your requested event date. You are encouraged to request a room for your event prior to the notice of acceptance of your proposal, however Facilities will **NOT** accept your room request until this event proposal is accepted by Melissa. If you have any questions or concerns while filling out this form, please do not hesitate to reach out to Melissa.

Please note: Event requests for Mondays between noon and 1:30pm will NOT be approved, no exceptions.

Name: _____ Date: _____

Student Group: _____

Event Name: _____

Requested Date AND Time of Event: _____ (1st Choice)

_____ (2nd Choice)

Please provide a brief description of your plan and purpose for the event:

Please list any speakers, panelists, or moderators (along with their title) you intend on inviting to the event:

Have you requested a room for your event? (If so, please list room)

Do you foresee needing an Open Expression Observer for your event?

(As part of the responsibilities for enforcing the Guidelines on Open Expression, the Vice Provost may send an observer, known as an Open Expression Observer, to meetings or demonstrations which may involve violations of the Guidelines. The Observer is a Penn staff or faculty member who has been selected to uphold the Guidelines. The Observer's role is to protect the rights of the meeting or demonstration participants to express their opinions in non-disruptive ways, as well as to protect the rights of other members of the University community to conduct normal business.)

Will there be any alumni attending your event as speakers **OR** guests?

*Please note that a list of alumni RSVPs (which includes their graduation year) must be sent to Lisa Sochovka (lsochovk@law.upenn.edu) in the Alumni Relations Office at least **three days** before your event. If you would like your event invitation to be emailed to alumni, please contact Lisa at **least three weeks** before the event to schedule your mailing date. The Alumni Relations Office limits the number of emails sent each day as to not inundate alumni's inboxes, so the schedule fills up fast!*