



Requestor Information		
Name:	Date:	Sponsoring Organization:
E-mail:	Student Group? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Phone:	Fax:	
Event Information		
Event:	Description:	
Day/Date/Time(s):	On-site Event Manager:	
Approximate number attending:	Students attending? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Catering or other deliveries expected? <input type="checkbox"/> Yes <input type="checkbox"/> No Company:	Are you serving alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Time frame attendees and vendors need access to building: Open by: _____ Close after: _____		
Room Request Preference		
<input type="checkbox"/> Wolf 204 96 Seat classroom <input type="checkbox"/> Wolf 205 76 Seat classroom <input type="checkbox"/> Wolf 206 73 Seat classroom <input type="checkbox"/> Wolf 207 90 Seat classroom <input type="checkbox"/> Wolf 300 50 Seat classroom <input type="checkbox"/> Wolf 301 79 Seat classroom <input type="checkbox"/> Wolf 304 50 Seat classroom <input type="checkbox"/> Wolf 305 50 Seat classroom	<input type="checkbox"/> Wolf 306 50 Seat classroom <input type="checkbox"/> Wolf 307 50 Seat classroom <input type="checkbox"/> Cafe <input type="checkbox"/> Boettcher Reception <input type="checkbox"/> Wittemyer Courtroom <input type="checkbox"/> Carrigan Teaching Courtroom <input type="checkbox"/> Other _____ <input type="checkbox"/> Seminar room # _____	
Tech Services (Check applicable boxes) Projector, podium mics provided; Computer not provided.		
** See our rates and services page here for AV support		
<input type="checkbox"/> Teleconference (phone) <input type="checkbox"/> Videoconference (AV support required, see above link) <input type="checkbox"/> Laptop projection	<input type="checkbox"/> Event recording (AV support required, see above link)	<input type="checkbox"/> Microphone/Audio Reinforcement (courtroom only) <input type="checkbox"/> Other please explain:
Publicity		
Would you like your event listed on the CU Law calendar? Yes <input type="checkbox"/> . Please provide a description at right (only law school relevant events can be listed)		
Notes		

IF YOUR EVENT IS APPROVED, YOU WILL RECEIVE A CONFIRMATION EMAIL AND/OR CONTRACT

Please return to: lawfrontdesk@colorado.edu or to Wolf Dean's Office -- Event Scheduling / 401 UCB