|  |  |  |
| --- | --- | --- |
| **Law Students’ Society**Queen’s Law Building128 Union St. WQueen’s UniversityKingston ON K7L 3W7 |  |  |

**LSS EVENT PLANNING FORM**

*To be submitted no less than two weeks in advance[[1]](#footnote-1) to:*

*lssvpactivities@queensu.ca**;* *lssvpcomms@queensu.ca**;* *sara.ali@queensu.ca;*

|  |  |  |  |
| --- | --- | --- | --- |
| **Title of event:** |  | **Location(s)?** If to be determined, or is not final, please write: Check back at a later time. |  |
| **Committee/Club hosting this event.**  |  | **What time does this event start and end?**  |  |
| **Name and @queensu email of Committee/ Club Representative**  |  | **What date(s)?**  |  |
| **Do you have promo material?** Please include in email. If not ready yet, please send when complete. | [ ] E-Posters [ ] Photo Header[ ] FB Event Cover Photo[ ] Other | **Event type?**  | [ ] Alumni [ ] Career Development[ ] Colloquium [ ] LSS – Select this if none of the above  |
| **Brief Summary of event**: |
| **Full details of event:**  |
| **Are you expecting to do a live-stream?**  | [ ] Yes[ ] No[ ] Maybe? Please follow up with me | **Do you have a club Facebook or website?** Please list: |  |
| **Any files to be uploaded / relevant to this event?** Please list and include in email.If not ready yet, please send when complete. |  | **Has this event already been sanctioned by the SGPS?** |  |
| **If not, please sanction here:** | <https://sgps.ca/event-planning-guide/#1496079213931-08e82707-8be2> |

1. In compliance with LSS Policies, all events, whether organized by club, committee, year council or LSS Council/Core, must submit this form at a minimum of two weeks before the proposed event date.

Subject to the discretion of the LSS Vice-President Activities, should any event conflicts arise, whichever form that has been submitted first will take precedence over any claims that include a later-submitted or non-submitted form. [↑](#footnote-ref-1)