

Law Students' Society
Queen's University
Vice-President, Communications

Queen's Faculty of Law
128 Union St. W
Queen's University
Kingston ON K7L 3W7



LSS EVENT PLANNING FORM

To be submitted to: lssvpactivities@queensu.ca, lssvpcomms@queensu.ca, and lsspresident@queensu.ca no less than two weeks in advance.¹

Title of event:		Club/ Committee Representative name and @queensu email:	
Which club/committee is this event being hosted by?		What time does this event start and end?	
Do you have promo material? Please list and include in email.	<input type="checkbox"/> Posters <input type="checkbox"/> Photo Header <input type="checkbox"/> FB Event Cover Photo <input type="checkbox"/> Other	What date(s)?	
Location(s)? If to be determined, or is not final, please write: Check back at a later time.		Event type?	<input type="checkbox"/> Alumni <input type="checkbox"/> Career Development <input type="checkbox"/> Colloquium <input type="checkbox"/> LSS – Select this if none of the above
Summary of event:			
Full details of event:			
Are you expecting to do a live-stream?	<input type="checkbox"/> Yes <input type="checkbox"/> No	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.		Has this event been sanctioned by the SGPS?	
		If no, please sanction here:	

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.