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| **Law Students’ Society** Queen’s University  Vice-President, Communications    Sir John A. Macdonald Hall 128 Union St. W  Queen’s University  Kingston ON K7L 3W7 |  |  |

**LSS EVENT PLANNING FORM**

*To be submitted to:* [*lssvpactivities@queensu.ca*](mailto:lssvpactivities@queensu.ca)*;*[*lssvpcomms@queensu.ca*](mailto:lssvpcomms@queensu.ca)*;* *sara.ali@queensu.ca; no less than two weeks in advance.[[1]](#footnote-1)*

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| --- | --- | --- | --- |
| **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. | [ ] Posters  [ ] Photo Header  [ ] FB Event Cover Photo  [ ] Other | **What date(s)?** |  |
| **Location(s)?** If to be determined, or is not final, please write: Check back at a later time. |  | **Event type?** | [ ] Alumni  [ ] Career Development  [ ] Colloquium  [ ] LSS – Select this if none of the above |
| **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. |  | **Has this event been sanctioned by the SGPS?** |  |
| **If no, 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)