**Event Proposal Form**

\*\*If proposing a speaker, presentation, or event, please read the policy on External Speakers and Presentations on the back of this form prior to completing and submitting to the Office of Student Success and Practice Transitions.\*\*

1. Proposed Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Proposed Starting and Ending Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Proposed Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Proposed Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Proposed Objective and Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6. Sponsoring Organization/Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Contact Person for Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8. Proposed Event Target Audience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Proposed Speaker/s and Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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10. Are you requesting to provide food? If so, what are you hoping to provide and who is paying for the requested food? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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11. Date of Submission of Proposal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Details (optional):

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Office Use Only:

Date of Review:

Decision:

Marquette University School of Dentistry (MUSoD) supports the invitation, by students, of extramural speakers to share information and broaden the exposure of students to topics not routinely covered in the predoctoral curriculum. Unless specifically stated, use of MUSoD facilities does not imply endorsement or sponsorship of the activity by Marquette University or the School of Dentistry.

All student-initiated events must go through an approval process before reservations, speaker invitations, and arrangements can be made. The approval process requires submission of the completed Room Reservation Request & Event Proposal Form to the Office of Student Success and Practice Transitions. If the event is approved, the Assistant Director will reserve the requested space and communicate with the contact person list on the form. If an on-campus event, the Assistant Director will then have the contact for the event complete the Approved Activity Form and Affidavit of Authenticity (if applicable) to make all appropriate arrangements and return the completed form to the Office of Student Success one week prior to the event. Fundraisers and financial remuneration by speakers or vendors to students or student organizations is strictly prohibited, without exception. Events may also be planned for evenings, weekends and in alternate locations.

If the ordering of food is requested and approved, external speakers who choose to provide food in conjunction with their presentation are responsible for ordering and paying for the food and related service items. MUSoD will not provide plates, silverware, napkins or similar service items. Upon request, the Office of Student Success will provide speakers with a list of vendors who will deliver food to MUSoD. Students are responsible for cleaning up the reserved space and making it presentable for use after the presentation. These rules apply to all events in all rooms including the atrium areas. All furniture must be returned to its original location at the end of the event. If it is a multi-day event, furniture must be returned to original location at the end of each day unless prior permission has been granted to leave a specific set-up.

The Assistant Director of the Office of Student Success and Practice Transitions will consult, as necessary, with additional faculty and administrators in MUSoD prior to granting permission to extend any invitation to speak or distribute materials in MUSoD. Students are encouraged to consult with appropriate department chairs and division heads prior to requesting permission to extend an invitation to speakers and companies regarding techniques and products. All promotional material intended for distribution as part of an invited presentation at MUSoD, must be reviewed by the appropriate department and administrative office prior to distribution.

While every effort will be made to honor agreements made to external speakers relative to the date of their presentation, MUSoD reserves the right to reschedule presentations that conflict with more urgent institutional needs for use of a scheduled room. MUSoD reserves the right to withdraw an invitation to a speaker that has been extended by students, if the withdrawal of such an invitation is deemed to be in the best interest of MUSoD.