

## Law School Event Registration Information

Non Class Events, UC Berkeley School of Law  
Room 316, Boalt Hall  
510-642-7045-voice 510-643-2232-fax  
roomplanning@law.berkeley.edu

Name of organization, group or journal making request:

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Mailing Address: \_\_\_\_\_

Primary Contact:

E-Mail:

Telephone Number:

Secondary Contact:

E-Mail:

Telephone Number:

If a student group, organization or journal, are you registered with the LEAD Center at ASUC?

Yes     No

Are you a 501(c)3/ Non-Profit organization?     Yes     No

### Event Information:

Title of Event: \_\_\_\_\_

Date:

Start Time:

End Time:

Set-up Time:

Clean-up Time:

Event Purpose or Theme (detailed description):

Who will be speaking at your event?

Will your event be co-sponsored with another organization, group or journal?

Yes     No

If yes, who are your co-sponsors? \_\_\_\_\_

Status of Insurance\*:

APPLIED FOR                      RECEIVED                      REVIEWED BY ADVISOR

*\*All Non UC Berkeley Organizations or groups are required to provide Proof of Liability Insurance for \$1 Million before holding any meetings or events on campus.*

Estimated Attendance (Check one):

- Up to 50
- 51-200

Staff

- 201-500

Type of Attendees (mark all that apply):

- UCB Faculty
- UCB Staff
- UCB Students
  - Undergraduate
  - Graduate
- Invited Guests Only
- Open to the Public

Any Minors (anyone under the age of 18) Attending:

- Yes      If yes, what is the age range of the minors? \_\_\_\_\_
- No

Will your organization be charging for admission at this event?

- Yes               No

Will your organization will be providing food and/or non-alcoholic beverages at this event?

- Yes\*\*               No

*\*\*If providing food and/or beverages to event attendees, your organization must receive a food permit from [Environment, Health, & Safety](#).*

Will you be working with a caterer for your food and beverage services?

- Yes      If yes, please indicate which catering company? \_\_\_\_\_
- No

Please indicate if alcohol will be available at this event:

- None               Yes, for a price               Yes, it's free

If alcohol is being served, are any of the guests under the age of 21?

- Yes               No

Please indicate what your organization will be selling at this event if applicable (Check all that apply):

- Food               Beverages               Other: \_\_\_\_\_

**Ticketing & Marketing**

Are tickets available for this event:

- No, it's not a ticketed event

Marketing Plan:

- No marketing

- Yes, for a price
- Yes, it's free

- Invitations only
- Social media to the public
- Social media to a closed group
- Off-campus advertising

If the tickets are available for a price for this event, what is/are the cost for ticket(s): \_\_\_\_\_

How are tickets being sold if applicable (Check all that apply):

- Online
- Day of event
- At event

***By signing below, I agree that the information contained in this registration form is accurate to the best of my knowledge.***

**Primary Contact Name:**

**Primary Contact Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_