



Event Support Request

University of Miami School of Law Office of External Affairs, 1311 Miller Drive, Suite D342

Fax 305-284-6277 – events@law.miami.edu

Date: _____

Name: _____

Phone Number: _____

E-mail: _____

Position at Miami Law: Faculty/Staff _____ Student _____

Event Details:

What is the purpose of the event? _____

Who will serve as the main point of contact (Project Manager) for this event? _____

Will there be a solicitation component at this event? Yes _____ No _____

If yes, please explain the solicitation component further (soft ask, ask as part of the program, etc.) _____

Is there any specific support you are requesting (i.e. catering, AV, facilities)? _____

Will you be applying for CLE credit for this event? _____

Will you be needing a flyer, evite, or Save the Date? If so, please specify? _____

Please advise of any further needs: _____
