

Proposal Requirements to Request a Hosted Event at Lewis & Clark

Faculty and staff are invited to submit proposals to host events at Lewis & Clark.

To qualify, events must adhere with Lewis & Clark's hosted event requirements (see Lewis & Clark *Facility Use Client Types, Guidelines and Responsibilities* policy document). A written proposal answering the following questions must be submitted to the Office of Conferences and Events (events@lclark.edu) prior to a Lewis & Clark venue being reserved for the event. The proposal will be reviewed by the Associate Vice President for Facilities or his/her designate, and you will receive notification within one business week whether or not the proposal has been accepted.

Please direct all questions to the Office of Conferences and Events, events@lclark.edu

Proposal

Please complete the following information and send to events@lclark.edu

Event Date(s):	Event Start & End Time:
Requested Venues:	
Event Title:	
Organization/Company Name:	
Event Organizer Name:	
Phone Number:	Email Address:
Name of L&C Faculty/Staff Planning to Host Event:	
Phone Number:	Email Address:
Set-up requirements (if any):	

Describe the purpose of the event:
How does the event fit into the mission of Lewis & Clark?
What is the cost to attend the event?
Will revenue be generated from this event that directly benefits Lewis & Clark (e.g. ticket sales, catering service, facility use fee, events AV services, donation to the College, new prospective students):
The attendance fee be waived for the following Lewis & Clark groups: <input type="checkbox"/> L&C Alumni <input type="checkbox"/> L&C Faculty and Staff <input type="checkbox"/> L&C Students <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above
The attendance fee be discounted (percentage of discount): for the following Lewis & Clark groups <input type="checkbox"/> L&C Alumni <input type="checkbox"/> L&C Faculty and Staff <input type="checkbox"/> L&C Students <input type="checkbox"/> All of the above <input type="checkbox"/> None of the above
Does this event fulfill requirements for an academic course? If yes, how many credits will L&C students receive?
Does the event involve L&C students? If yes, specify type of students are involved:
Does the event involve L&C faculty and/or staff? If yes, specify the faculty/staff involved:
Will the event be open to minors (youth under the age of 18): <input type="checkbox"/> Yes <input type="checkbox"/> No
Is the L&C Admissions office or Institutional Advancement office involved with this event? If yes, who is your contact:

Thank you for your information. The proposal will be reviewed, and you will receive notification within one business week whether or not the proposal has been accepted.