

**Mercer University Law School  
Event Registration & Room Request Form**

Student organization: \_\_\_\_\_

Co-sponsoring student organization(s) (if any): \_\_\_\_\_

Student name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@lawmail.mercer.edu

Event name: \_\_\_\_\_

Preferred date: \_\_\_\_\_ Preferred location: \_\_\_\_\_

*Note: Check the meeting room booking system prior to submitting this form. The link can be found online at <https://law.mercer.edu/students/resources/> or via the portal.*

Event time: \_\_\_\_\_

Event details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Target audience:    ☐ 1L    ☐ 2L    ☐ 3L    ☐ other \_\_\_\_\_

Guest name(s) (if any): \_\_\_\_\_

Are guests Mercer Law alumni?    ☐ yes    ☐ no    ☐ not applicable

Is assistance from IT needed?    ☐ yes    ☐ no

Are tables needed?    ☐ yes    ☐ no

If yes, list location & purpose: \_\_\_\_\_

Date submitted: \_\_\_\_\_

*Note: Your event is not approved until you receive confirmation from the Dean of Students. This form must be submitted at least one week prior to your event. Email this form to Debra Boney at [boney\\_da@law.mercer.edu](mailto:boney_da@law.mercer.edu) or turn it in to the Deans' Suite.*