Visit the Law School's calendar

Click the 'Add Event' button

Or visit lsulaw.net/addevent for quick access to the form
Enter your Law Center Account credentials (NOTE: Different from your myLSU account)

[Login form image]

Lost your password?
← Back to Calendar
The Add New Event form will open in a new window/tab-- Note that the fields may not appear in the same order as they do in these instructions.
Enter the Event Title and Description

Add New Event

My Club's First Meeting

Permalink: http://www1.law.lsu.edu/calendar/event/my-clubs-first-meeting/

Club X will hold a preliminary meeting to discuss the semester's schedule.

Enter your contact information into the Submitter Info box. This information will not be public, but may be used by staff for follow-up questions.

Submitter Info

This information is **REQUIRED** and will not be public (unlike Event Organizer Info). The contact information:

- **Submitter Name:** John Doe
- **Submitter Phone Number:** 225-123-4567
- **Submitter E-mail Address:** jdoe1@lsu.edu
Enter the Event Organizer Info. This information will be Public.

**Event Organizer Info**

This information will be **PUBLIC** (unlike Submitter info).

- **Organization (Group/Club) Name:** Club X

**ORGANIZATION REPRESENTATIVE CONTACT INFO**

- **Representative Name:** Jane Doe
- **Representative Phone Number:** 225-222-2222
- **Representative E-mail Address:** jdoe1@lsu.edu

Specify the Date and Time of the Event

**Event Date & Time**

- **All day event?**
- **Start Date / Time:** 2013-08-14 @ 03:00 PM
- **End Date / Time:** 2013-08-14 @ 04:30 PM

Additional Dates may be entered for consideration

**Alternative Dates**

Please list alternative dates for this event and provide more detail as necessary. An alternative may be chosen if the requested date in the Event Date & Time box is found to be unavailable.

- Wed. August 20th - 10:00 am to 11:00 pm
- Mon. August 25th - 2:00 pm to 3:00 pm
Select the appropriate Event Category(ies)

Provide the Event Location details. If you indicate a Law Center Room, note that this does not guarantee the room will be available. Prior to Event Approval you may be contacted to resolve a scheduling issue.
If Audio or Video Equipment is needed for the Event (Law School Venue Only), please provide detailed information pertaining to your request.

### Request Audio/Video Equipment

<table>
<thead>
<tr>
<th>Audio/Visual support is needed for this event</th>
<th>Yes</th>
<th><strong>REQUIRED</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment Needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PowerPoint Remote</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Data/Video Projector</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Laptop</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Mouse</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Screen</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone (Handheld)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Wireless Microphone (Lavaliere)</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Speakers</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Video Recording</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Video Recording availability</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>PowerPoint or other computer-based presentation</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Internet access</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Multiple guest speakers</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

Please provide a detailed description of the type of assistance needed:

I can be available 15 minutes early to help set up. Please let me know if you need any more information. Thank you.

If you would like the Event to appear on the electronic billboards (found in the Lobby and Student Lounge), provide an excerpt in the Post to E-board box.

### Post to E-board

<table>
<thead>
<tr>
<th>Post to E-board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

E-Board Excerpt (Optional):

Join Club X on Wed. in Room 321 for renowned Speaker X.
If you would like the Event to appear on the Law School's Home Page, use the Post to Home Page box

Indicate whether a Speaker will be present at the Event, and describe the topic

Verify the information provided is correct, then click the Submit for Review button
If your form does not submit, verify that the required fields are filled in.

A yellow box will indicate successful submission of the form, you may now close the window.

When your form has been submitted, you will receive an e-mail confirmation. Note that this does not mean your event is approved or visible on the calendar. It also does not confirm that a desired Law School room is available.
When the event has the final approval of Law School staff, you will receive an e-mail confirmation

![Email confirmation]

If you have any questions, please contact Cindy Winn in the Chancellor's Office.

cindy.winn@law.lsu.edu