

Florida A&M University
College of Law Facility Request & Approval Form

EVENT DESCRIPTION/AGENDA

(Attach to form/or additional information to Facility Request & Event Approval Form)

ORGANIZATION (Full Name/Student Organizations MUST BE CERTIFIED):

ORGANIZATION

CONTACT (Name):

TELE.NO.

FAMU E-MAIL ADDRESS:

DATE OF EVENT (Month/Day/Year):

TIME OF EVENT (AM/PM):

NAME OF EVENT (Full Title – Same as will be used for Advertisement; Attach Flyer):

AGENDA/DISCUSSION TOPICS/SPEAKER(S)

NOTE: By submitting this event agenda, you agree to adhere to the FAMU College of Law general policies and information. **Should the event include non-university participants including speakers, names, contact information/agency, etc. information is required.**