



Events, Programs & Special Projects FAQs

1. What kinds of programs, projects and events need to be submitted to the Events, Programs and Special Projects Committee?

Generally anytime the external community is invited or external marketing & communications are necessary. Internal activities and small, closed meetings where marketing or invitations are not required typically won't require a proposal. Proposal need to be submitted for the following:

- Symposia and Institutes where the external (Non-SU) community is invited
- CLEs, Lectures & Presentations for external groups
- Trainings, Workshops and Educational programs for external groups
- Banquets, Receptions, Dinners & Luncheons
- Movie Screenings
- Parties & Celebrations
- Off campus programs and events where external audiences are invited
- Student groups inviting external communities need to work through the Director of Student Life who will oversee submissions to the Events Committee

Excluded from the proposal process:

- SU Internal programs targeting students, faculty & staff (external community is not invited)
- Student organization activities targeting the student body
- CPD on-campus interviews
- CPD networking activities
- ATJI student-focused programs
- ATJI student focused off-campus volunteer program opportunities
- Moot Court & DR Board Competitions
- Moot Court/DR off-campus regional and national competitions
- Inn of Court
- Admissions Events
- All graduation related events & activities

2. Why do we need to go through a proposal process?

The volume of events, programs and projects has grown to a level that requires some selection process in order to properly allocate staffing and resources, while simultaneously decreasing duplication of efforts-- avoiding both internal and external calendar conflicts.

3. What kind of response might I expect from the Events Committee?

In a perfect world, the school would execute every great idea in a manner that is consistent with your vision. Every effort will be made to pursue as many proposals as possible. However, the committee may request that those working with similar topics or similar initiatives combine efforts. In order to more effectively attract varied audiences, form strategic relationships and maximize revenue efforts, the committee may counter-propose alternative dates. In some instances, the committee will have to decline a proposal due to limited resources, calendar conflicts or logistical challenges.

4. What if I miss the deadline to submit a proposal?

Generally, if you miss the deadline for the time frame you desire, you will need to wait for the next submission deadline as the Committee will meet only periodically through the year to set the school's events calendar.

5. What happens next if my proposal is selected for the school's calendar?

The program, event or project will be assigned to one of a handful of trained persons to manage the event. That person will meet with you to more fully explore your vision and detail a plan to accomplish the tasks involved in executing your vision. You will then work specifically with that one assigned person.