

# Event Planning at the College of Law

## Selecting a Date

**Contact:** Jill De Young (297 BLB – Dean’s Suite)

**Phone:** (319) 335-9028

**Email:** [jill-deyoung@uiowa.edu](mailto:jill-deyoung@uiowa.edu)

The College of Law hosts many activities throughout the year and it is our goal to schedule them in such a way that events don’t “collide” thus ensuring each event’s success.

The first step in holding any event at the College of Law is the set a date. To start check the College of Law calendar of events online at <http://www.law.uiowa.edu/news-events/calendar.php>. Use this information to avoid dates for which other events have been scheduled. Next check Virtual EMS Lite at <http://ems.law.uiowa.edu/> (more detailed information under the “Reserving a Room” section) for space availability and other events that may not be published in the online Calendar of Events.

**NOTE:** Some non-public events and meetings are not published on the calendar of events so checking EMS Lite is an important step in planning your event.

Once you have a few tentative dates in mind complete the following form and click the Submit Request button

<b>Group Name:</b>	_____	
<b>Contact Name:</b>	_____	
<b>Phone Number:</b>	_____	
<b>Email Address:</b>	_____	<i>(use your @uiowa.edu account if possible)</i>
<b>Event Type:</b>	_____	<i>(Meeting, Symposium)</i>
<b>Event Duration:</b>	_____	<i>(Morning, Afternoon, Multiple Days)</i>
<b>Expected Attendance:</b>	_____	<i>(How many will attend?)</i>
<b>Preferred Date(s):</b>	_____	