



**LSS EVENT PLANNING FORM**

To be submitted to: [lssvpactivities@queensu.ca](mailto:lssvpactivities@queensu.ca); [lssvpcomms@queensu.ca](mailto:lssvpcomms@queensu.ca); [sara.ali@queensu.ca](mailto:sara.ali@queensu.ca); [julie.banting@queensu.ca](mailto:julie.banting@queensu.ca) no less than two weeks in advance.<sup>1</sup>

|   |  |  |  |
|---|--|--|--|
| <b>Title of event:</b>  |  | <b>Club/ Committee Representative name and @queensu email:</b> |  |
| <b>Which club/committee is this event being hosted by?</b>  |  | <b>What time does this event start and end?</b>                |  |
| <b>Do you have promo material?</b> Please list and include in email.                                | <input type="checkbox"/> Posters<br><input type="checkbox"/> Photo Header<br><input type="checkbox"/> FB Event Cover Photo<br><input type="checkbox"/> Other | <b>What date(s)?</b>   |  |
| <b>Location(s)?</b> If to be determined, or is not final, please write: Check back at a later time. |  | <b>Event type?</b>   | <input type="checkbox"/> Alumni<br><input type="checkbox"/> Career Development<br><input type="checkbox"/> Colloquium<br><input type="checkbox"/> LSS – Select this if none of the above |
| <b>Summary of event:</b>  |  |  |  |
| <b>Full details of event:</b>   |  |  |  |
| <b>Are you expecting to do a live-stream?</b>   | <input type="checkbox"/> Yes<br><input type="checkbox"/> No  | <b>Do you have a club Facebook or website?</b><br>Please list: |  |
| <b>Any files to be uploaded / relevant to this event?</b> Please list and include in email.         |  | <b>Has this event been sanctioned by the SGPS?</b>             |  |
|   |  | <b>If no, please sanction here:</b>                            |  |

<sup>1</sup> In compliance with LSS Policies, all events, whether organized by club, committee, year council or LSS Council/Core, must submit this form at a minimum of two weeks before the proposed event date.

Subject to the discretion of the LSS Vice-President Activities, should any event conflicts arise, whichever form that has been submitted first will take precedence over any claims that include a later-submitted or non-submitted form.