



# DUKE LAW

## Duke Law Clubs Pre-Event Planning Form

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*This form is to be completed and returned to the Alumni Relations staff at least six weeks prior to the event.  
The form must be received before invitations will be drafted.*

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**Club:**

**Event Coordinator(s):**

**Event Details for Invitations**

<b>Event Name:</b>	
<b>Event Date:</b>	
<b>Program Description:</b>	
<b>Start Time:</b>	
<b>Estimated End Time:</b>	
<b>Location with address:</b>	
<b>Directions to Location:</b> (can use hyperlink if available online)	
<b>Parking Information:</b> (include price)	
<b>Cost per Attendee:</b>	
<b>What Cost Covers/Additional Costs to Guests:</b> (e.g., "light appetizers served" or "cash bar")	
<b>Attendance Restrictions:</b> (e.g., limited to 1 <sup>st</sup> 50 to respond)	
<b>Contact Person for Questions:</b>	
<b>Special Instructions:</b> (e.g., RSVP required for security)	

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### Estimated Expenses

Room Rental	\$ _____	
Food/Drinks	_____	
Tax/Tip	_____	
Equipment Rental	_____	
Miscellaneous (Ex. Bartender charge, expenses for speaker)	_____ _____	Please list: _____
	+ _____	_____
<b>Total</b>	<b>\$ _____</b>	

### Event Budget

\_\_\_\_\_ # of expected guests X \_\_\_\_\_ cost per attendee = \$ \_\_\_\_\_

Subsidy from Club's overall budget + \_\_\_\_\_

**Total** (must be  $\geq$  Total Estimated Expenses) **\$ \_\_\_\_\_**

### Club Overall Budget

Balance in Club's budget prior to event \$ \_\_\_\_\_

Subsidy from Club's budget for this event - \_\_\_\_\_

**Remaining Balance** **\$ \_\_\_\_\_**

### Comments/Questions/Concerns: