



Student Legal Services

Presentation Request Form

We cannot schedule presentations with less than two weeks prior notice. Once we have checked our schedule, our office will contact the listed event coordinator to confirm a date and time. We will try our best to accommodate the requested date and time, but we may need to contact you to discuss alternative dates/times.

Student or Community Group

Event Coordinator's Name

Phone Number

E-Mail

Requested presentation:

Know the Law Presentation (Criminal Law) (1 hr)

Landlord-Tenant Presentation (1 hr)

LGBTQ and the Law (1/2 hr)

Other presentation for protected class of discrimination

Other

Our group has access to:

A projector

A laptop with a USB drive

Today's Date

Requested Presentation Date*

Event Starting Time (no later than 7pm)

Event Location

Expected Attendance Number

Your group's and our attorneys' time is valuable, so we want to make sure you are maximizing the presentation attendance through advertising.

How does your group plan on advertising for the presentation? (Check all that apply)

Posters/Printed Materials

FSL Educational

Visix/TV Slides

Advantage Iowa Credit

Group Email

Facebook/Twitter/Social Media

After Class Calendar

Other University Calendar

Other (please list below)

Note: We have found that providing food at an event boosts attendance. If you have the resources, we recommend providing and openly advertising that it will be available to attendees.

Once completed, submit this form to student-legal@uiowa.edu, attn: Undergraduate Director.

Thank you for your submission. Our office staff will contact you soon to finalize your presentation.