Core ***LAB***

SP18 Approval Request **Submit to:** [**catherine.busch@valpo.edu**](mailto:catherine.harvey@valpo.edu)

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| **NOTE TO REQUESTER:** Please save, name and attach your document as follows when submitting:  Date.of.event.SponsoringOrg.BriefTitle ex: 1.25.18.ENGL.Books&Coffee.doc/png/jpg | |
| **Required Information** | |
| Title of Event |  |
| Date(s) |  |
| Time (Please note start and end time) |  |
| Location |  |
| Admission Cost – Ticket Information |  |
| Sponsoring Organization or Department |  |
| Name & Title of Person responsible for ***quality*** of Content: |  |
| Have you attached the advertisement for your event? If so, name of ppt, pdf, etc |  |
|  | *Please do not advertise your event as “****Core approved****” until you have received approval* |
| Brief Description of how the event will address any of the topics below:  **LAB CATEGORIES** |  |
| **Justice** |  |
| **Purpose – Knowing Yourself, Stepping Outside of Yourself, Understanding Place & History, Imagining New Possibilities** |  |
| **Research** |  |
| **Contact Information** | |
| Date Submitted |  |
| Submitted by |  |
| Phone |  |
| e-mail |  |
|  | Forms must be submitted **at least one week prior** to the event in order to decide whether or not it can be advertised as “**Core approved**” |
| **For Office Use Only** | |
| Approved | Date: |
| Denied | Date: |
| **Notes:** |  |
| Response to Requester: | Event Posted: Core Calendar Flyer ASB |