Core ***LAB***

 SP18 Approval Request **Submit to:** **catherine.busch@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 |