

Fordham Law School

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Black Law Student Association

Student Life

10-19-1973

Law Day Reservation Confirmation

Olivia J. Valentine

Black American Law Students Association, Fordham University School of Law

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RESERVATION CONFIRMATION

Room 322 - Lowenstein
Tel. 956-3704

Office of the Provost
Fordham University
Lincoln Center Campus

FACILITY: Auditorium

DATES: Saturday, October 27 TIME: 10 am to 5 pm

RESERVED FOR: Black American Law Students Assn. at Fordham

PROGRAM: Law Day at Fordham

REQUESTED BY: Olivia Valentine Tel. 532-6000

NUMBER EXPECTED: 500

ARRANGEMENTS: Lectern Microphone Seating 500

Speakers table; table and two chairs in lobby at entrance.

Coat room open from 10 am to 5 pm.

PLEASE NOTE Dr. Cammarosano's memorandum of September 11, 1970, to all Deans, Chairmen, Directors of Institutes, and Faculty, instructing that "all plans for the conduct of symposia, lectures, conferences, institutes, workshops and other such programs to be sponsored by schools, departments, institutes, or individual faculty members must be presented to the Vice President for Academic Affairs for his review and approval."

RESERVATIONS CONFIRMED: Mary Johnston
Mary Johnston, Administrative Assistant

Copy to Olivia Valentine Requesting Office.

- Food Service
- Physical Plant
- Security

DATE: October 19, 1973

RESERVATION CONFIRMATION

Room 322 - Lowenstein
Tel. 956-3704

Office of the Provost
Fordham University
Lincoln Center Campus

FACILITY: Cafeteria

DATES: October 27, 1973 TIME: 9 pm to 1 am

RESERVED FOR: Black American Law Students Association

PROGRAM: Dance

REQUESTED BY: Olivia Valentine Tel. 773-6325

NUMBER EXPECTED: _____

ARRANGEMENTS: Lectern Microphone Seating
Refreshments.

Coat room open 9 pm on.

Engineer, guards.

PLEASE NOTE Dr. Cammarosano's memorandum of September 11, 1970, to all Deans, Chairmen, Directors of Institutes, and Faculty, instructing that "all plans for the conduct of symposia, lectures, conferences, institutes, workshops and other such programs to be sponsored by schools, departments, institutes, or individual faculty members must be presented to the Vice President for Academic Affairs for his review and approval."

RESERVATIONS CONFIRMED: Mary Johnston
Mary Johnston, Administrative Assistant

Copy to Olivia Valentine Requesting Office.

Food Service
Physical Plant Security

DATE: October 19, 1973

APPROVAL OF EVENT TO BE HELD AT FORDHAM UNIVERSITY AT LINCOLN CENTER BY AN ORGANIZATION RELATED TO THE LIBERAL ARTS COLLEGE

1. Sponsoring Organization *Black American Law Students Association*

2. Officer responsible for the event *Olivia Valentine, Pres.*

Phone #. . . *773-6325 (Home)*

3. Name of event *Law Day*

4. Date and Time of Event *October 27, 1973; 10:00 a.m. - 5:00 p.m. & 9:00 p.m. - 1:00 a.m.*

5. Space required *Pope Auditorium (10:00 a.m. - 5:00 p.m.); Cafeteria (9:00 p.m. - 1:00 a.m.)*

6. Estimated number of people attending or participating *\$400 (day), 300 (Evening)*

7. Special Services Needed
Guards *2 (Evening)* Engineer *1 (Evening)*
~~XXXXX~~ Maintenance
Porter Other
Dean's Assistant (please specify)

8. Special Equipment Needed
Aud.: microphone, podium, speakers table

9. Description of Activity or Event
This is a recruitment activity - to interest minority group students in the study of law; dance in evening.

10. Approval: Dean's Office *V. A. Brown* *10/17/73*
Provost's Office _____ date
Physical Plant _____