

		<b>SANTA CLARA LAW STUDENT LIFE OFFICE</b> EVENT PLANNING WORKSHEET					
Event Name							
Date	Time			Room			
<b>2 MONTHS IN ADVANCE</b>							
Initials	Date	Item					
<b>Assessment</b>							
		Determine type of event (social, community service, networking, educational)					
		Identify co-sponsors (SBA, Clubs, LCS, LSSO, Alumni)					
		Set event goals (fundraising, outreach, fun)					
		Inform faculty advisor					
		Inform Law StudentLife Office					
		Check current calendar for an appropriate date					
<b>Scheduling</b>							
		Schedule a location:					
		- Use Astra to book events in Bannan, Benson or Arts and Science					
		- Bannan Student Lounge, SBA (4116)					
		- Other Campus Facilities, Scheduling/Event Planning Office (6911)					
		Calendar the event on law school web page (and university page)					
		Determine setup (venue configuration, furniture, lighting, linens)					
<b>Speakers/Guests</b>							
		Select program speakers/entertainment					
		Talk to LCS and Alumni about speaker choices					
		Initiate first contact via phone or letter as soon as possible					
		Send confirmation letter and follow-up phone call to confirm					
		Review contract with Law Fiscal Operations (5049)					
		Determine...					

Ellen purchases an ice cream cone, an order of French-fries, and a burger. If she had \$10.00, how much money will she have left?

Ellen wanted to buy an order of French-fries, how much would she have to pay?

Tennifer wanted to buy an ice cream cone and a cola, how much would she have to pay?

8. \_\_\_\_\_ Elle han

9. \_\_\_\_\_ If I hav

10. \_\_\_\_\_ If . wou

---

t.com Score: \_\_\_\_\_ / 10 <http://math.abou>