

COLLEGE OF PHARMACY

BIENVILLE EVENT PLANNING PROCEDURE

The following procedures apply to any event that occurs outside the normally-scheduled class meetings, faculty meetings, etc. **All** after-hours events must adhere to these procedures:

1. All persons requesting building use should contact Ms. Marcia Wells via email at mwells@ulm.edu for room availability PRIOR to submitting this form.
2. Student Organizations must obtain faculty advisor approval PRIOR to submitting this form.
3. Form should be completed no less than 1 week (7 days) prior to the event.
4. A confirmation email will be sent to the event coordinator once the event has been approved.
5. NOTE: Laptops are not provided by Technical Services. These should be provided by the individual.

These procedures are in place to provide everyone with legitimate events the use of Bienville and any equipment that we can provide.

The logo is a circular seal for the University of Louisiana at Monroe. It features the letters 'U' and 'M' in a large, serif font, with a stylized eagle or bird emblem between them. The text 'UNIVERSITY OF LOUISIANA MONROE' is written around the top inner edge of the circle, and 'EST. 1931' is written at the bottom. The entire logo is rendered in a light pink or rose color.

College of Pharmacy