Law_Events Instructions

Law_Events is the Law School’s email list that student organizations can use to share event information. All students are automatically added to the list and can opt-out at any time through the lists@uchicago.edu site.

Who can use Law_Events?

Each organization may designate one person from their board who will have sending privileges to the listserv. No other individuals will be able to send emails through the listserv.

How do I use Law_Events?

Your designee should send any event emails for the student body to law_events@lists.uchicago.edu with the following guidelines in mind:

- Emails must include text along with any images or attachments to ensure that the message is accessible to those using assistive technology.
- Organizations may advertise their events up to two times through the listserv.
- Organizations may only send emails related to events.
- Event images or PDFs may be included.
- Emails for purposes other than events (e.g. selling or lost items, commentary on events, news stories, jokes, etc.) will not be permitted.
- Student orgs should begin the subject of their email with their organization abbreviation.
- Student orgs found in violation of the rules may face sanctions, including loss of listserv privileges, for a period of time.