

**GEORGETOWN UNIVERSITY LAW CENTER
STUDENT ORGANIZATION
EXTERNAL GUEST POLICY**

External guest(s) for student organization events must comply with University or Office Student Life policies and requirements for access to campus buildings. **The event organizer is responsible for ensuring compliance and administration of these policies and requirements.** Failure to comply may result in guests being denied access to Law Center buildings.

Advertising

Any student organization sponsoring an event with an external guest speaker or panelist must advertise the event in the OSL Broadcast by submitting an [Advertising Request Form](#) at least one week before the event. This is required for all types of events; both indoor and outdoor on- campus events, hybrid, and virtual events with external guests. You can review our Advertising policy on the OSL Resources and Policies page.

All visitors to University-owned or operated buildings must be registered as guests prior to entering campus. When hosting a meeting with external guests, students must fill out the [Pre-Registration Setup for Visitors form](#) to set up a group invitation and pre-registration for your guests. This form will allow for the generation of a QR code for access at both the McDonough and Hotung Entrances.