

Request to Post an Event on the Campus Calendar

(Return to SAO)

Sponsoring Organization: _____

Organization Contact: _____

Contact E-mail & Phone: _____

Event Title: _____

Event Date(s): _____

Event Start Time: _____

Event End Time: _____

Event Location: _____

Description: _____

Web Link (if applicable): http:// _____

Check the appropriate category

Academic

Alumni

Arts

Athletic

Comedy

Film

Greek

Homecoming

Lecture

Music

Parents Weekend

Philanthropy

Seminar/Workshop

Special Events

Welcome Week

Please allow one week for event to appear on the calendar.

Contact the student activities office at x3050 to update or delete an event.

The Student Activities Office reserves the right to edit descriptions and to determine appropriateness of event for posting.

SAO Use Only:

Date Received _____ *Date Posted* _____ *Initials* _____

SAO Approval _____