



CLA & SAMC Events Request Form

Name of Event: _____

CLA/SAMC Department: _____

Organization and/or Faculty Sponsor: _____

Email Address: _____ Ext.: _____

Date(s) of Event: _____ Time(s) of Event: _____

Desired Location: _____

Admission Fee: YES NO Fee Amount: _____

Donors or Sponsors: YES NO

Name(s): _____

Phone Number: _____ Email Address: _____

Use specific branding and/or wording for event: YES NO

If yes, submit sample image to claevents@tamucc.edu

Visiting Speakers, Hosts, Lecturers: YES NO

Check if your guest will need any of the following: lecture fees, travel assistance, contracts

Catering: YES NO Garage Parking Passes: YES NO

Do you need us to complete a MARCOM Campaign Request?

This includes any of the marketing below, plus a campaign manager from the Marketing & Communication office on Campus to assist with promoting the event. YES NO

Digital Media

- Campus monitors
- I-news
- Campus Announcements
- Social Media

Distribute Printed Media

- Flyers for campus (40)
- Flyers for Camden (24)
- Chalking (weather permitting)
- Mailers (~1800 mailboxes)

Additional Advertising

- Newspaper, T.V. News, Radio, Magazines, etc.

When your request is received, you will be contacted by the Event Specialist who will confirm your needs and will include your department admin and department chair as a courtesy copy on the email.