



## 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 Event Specialist via email.

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 UPD Parking Lot Notification 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. If you have other needs not listed, include those needs on the email sending this form.*