Request for Community Event Calendar Posting

Submitted by: _____ Date submitted: _____

1. ERAU Department:

_____

2. Event title:

_____

3. Brief description of event (print clearly):

_____

_____

_____

4. Date(s), and start/end times (for each date if more than one):

_____

_____

5. Location of event: _____

6. Event details:

     a. Charge for event: _____

     b. Tickets required? (Y/N) _____ - If yes, how to obtain tickets? _____

     c. RSVP required? (Y/N)_____ - If yes, who to RSVP with? _____

        i. Where should RSVP be sent? _____

Notes or other information to include on Calendar:

_____

_____