

Event Form

This form was created to make obtaining and organizing information for posting an event easier on faculty & staff. This will eliminate confusion and allow faculty & staff to better direct individuals to events sponsored by the SOE.

*The portion encompassed in **THICK BORDER** is required.

Event Title			
Event Date			
Event Time	Start		
	Finish		
Location	Building		
	Room		
Contact Person			
	Email		
	Phone		
Public Event	Yes (Outside of LUC)	No (Only LUC)	
List Restrictions within LUC if applicable (Ex: Teacher Prep Only)			
Cost of Admission			
Sponsored by			
Website			
Event Description			