

Center for Campus Life
Quarterly Calendar Event Submission Form

PLEASE SUBMIT A FORM FOR EACH EVENT THAT YOU WOULD LIKE TO APPEAR ON THE CALENDAR.

Your Name_____ Email _____ Date Submitted_____

Please print and write information exactly as you would like it to appear on the calendar:

Event Name_____

Event Sponsor_____

Event Date_____ Event Location_____

Event Start Time_____ Event End Time_____

Ticket Information (if applicable) Students_____

 Faculty/Staff_____

 Public_____

Please use the following space to provide any additional information about the event.

Submit this form to Brittany Lamb, Center for Campus Life, SAU RITreat

Quarterly Calendar Schedule	Submission Deadline
Fall: September, October, November	August 12
Winter: December, January, February	October 22
Spring: March, April, May	February 3

Submissions are not guaranteed to be printed. Final copy is left to the discretion of the editor.

For Internal Use
Review by

Added to Calendar on _____ By _____
Please file this form when complete.