

Standard services for events include promotion via online calendars, display monitors, social media, and eNews when appropriate. Submitting your event to online calendars at events.uconn.edu will queue your event for standard promotion. To request additional services, submit this form to communications@business.uconn.edu 10-12 weeks prior to the event if possible.

Contact info

Name: _____

Department: _____

Phone: _____ Email: _____

Event details

Event title: _____

Event date(s): _____ Event time(s): _____

Event location: _____ Estimated audience size: _____

Intended audience: _____

Purpose of event: _____

Brief description of event: _____

Event website (if applicable): _____

Please submit any additional event details (agenda, speakers, sponsorship information) with this form.

Services Requested (check all that apply)

Materials

Printed materials (flyers, posters, event program)

Save the date/invitations

Promotion

Event branding

Social media coverage

Pre-event press release

Post-event press release

Photography

I would like to borrow a camera

I have arranged for a photographer

Other

Please specify: _____
