**REQUEST TO LIST EVENT ON UTAS EVENTS CENTRAL CALENDAR**

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| --- | --- | --- | --- | --- | --- |
| Name of Event |  | | | | |
| Summary of Event *(Maximum 100 characters)* |  | | | | |
| Event Start Date |  | | Event Start Time |  | |
| Event End Date |  | | Event End Time |  | |
| Event VENUE |  | | | | |
| RSVP / Contact information (please include both email and phone contact) |  | | | | |
| EVENT TYPE  *(Please select)* | * Concert * Conference * Exhibition * Graduations | * Other * Performance * Public Forum * Public Lecture | | | * Seminar * Symposium * Workshop |
| Description of Event |  | | | | |
| Attachments  *(please list and attach items, including photos, logos or other images/files)* |  | | | | |

**PLEASE EMAIL THIS FORM AND ATTACHMENTS TO UTAS.events@utas.edu.au**