**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**