**REQUEST TO LIST EVENT ON UTAS EVENTS WEBSITE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Event |  | | | | |
| Event Start Date |  | | Event Start Time |  | |
| Event End Date |  | | Event End Time |  | |
| Event VENUE |  | | | | |
| Summary of Event *(Maximum 100 characters)* |  | | | | |
| EVENT TYPE  *(Please select)* | * Alumni * Awards Presentation * Building opening * Careers & Information * Celebration * Ceremony * Concert * Conference * Exhibition | * Expo/Fair * Graduations * Meeting * Open Days * Opening * Other * Performance * Postgraduate Coursework | | | * Public Forum * Public Lecture * Reception * Research * Seminar/Forum * Symposium * Workshop/Training |
| Description of Event |  | | | | |
| Attachments  *(please list and attach items, including photos, logos or other images/files)* |  | | | | |
| RSVP / Contact information *(if applicable)* |  | | | | |

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