**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**