

Form for Submitting an Event for the SOE and CCEE Web Site Calendar

If you would like your event posted on the CCEE and SOE web site under the Calendar, please submit this form with ALL the listed information.

Deadline for Submission: 8 days before the date of the event

The 8 day deadline is necessary because: 1) I work part-time. 2) The submission must be approved by the UNM Webmaster before it will be published.

Submit this form to Josie Gibson either by email, jgibson@unm.edu, or in my mailbox.

INFORMATION REQUIRED

Event Name _____

Event Summary (maximum 250 words)

Event Description: a more complete description (not sure of maximum size)

Event Schedule

Start Date _____ End Date _____

Start Time _____ End Time _____

Event Location: on which campus, in which building

Event Contact Information (there is only room for ONE name, phone number, and email)

Name _____ Phone Number _____

Email Address _____

Audience – Circle or Underline all that are applicable

Students Faculty Staff Alumni Parents Prospective students/parents Public