



COLLEGE OF HEALTH, EDUCATION & PROFESSIONAL STUDIES

EVENT REQUEST FORM

***NOTE:** This form MUST be completed at least 8 business days in advance of your requested event date. Please submit form and any images you would like included to eric-m-williams@utc.edu

NAME: _____ DEPARTMENT: _____

PHONE NUMBER (*best to reach for immediate Q's*): _____

EMAIL: _____

OFFICIAL EVENT NAME: _____

EVENT DATE(S): _____

EVENT TIME(S): _____

EVENT LOCATION: _____

EVENT ADDRESS: (or building if event is held on campus):

EVENT DESCRIPTION:

PROMOTION DATE(S) REQUESTED: _____

ADDITIONAL DETAILS:

PLEASE SELECT THE PROMOTION TYPES REQUESTED:

Disclaimers: If you select print materials such as a flyer or poster, we can design a downloadable PDF. All physical handouts and flyers must be sent through University Relations and acquire statement and number before distribution. Unless we've made prior arrangements, we are not responsible for printing orders or printing costs. (Be specific about in additional details section or in request email)

- Social Media
- Write Up/Blog Post
- Event Flyer
- Event Poster
- Photography
- Videography