

EVENT INFORMATION

EVENT TITLE		
Event Organizer/Department/Group		
Contact Person	Phone	
E-Mail		
Event Location		
Street Address		
City/Town	State	Zip
Venue Phone (if applicable)		
Venue Website/E-Mail (if applicable)		
Event Dates(s)		
Event Time(s)/Hours		
Admission Cost		
Audience (Public, UMD-only, invitation)		
<p>Additional event details should be written on the reverse side or attached directly to this form. Please provide as many details as possible, including student/faculty participants, guest artists, works featured, media represented, program highlights, artist statement(s), etc. You may include URLs to other information if you wish.</p>		
Signature	Date	

SERVICES REQUIRED

Please check all that apply. Some options are subject to space or availability. Some items may require a fee. Fees are determined on a per-event basis and will be charged to the appropriate departmental account.

	Service	Lead Time
	Press Release Created & Sent to Media Contacts	4 Weeks
	Photo Coverage of Event for CVPA Web/Archives	4 Weeks
	Inclusion on newbedford360.com Events Calendar	3 Weeks
	Inclusion on UMD & CVPA Events Calendar	2 Weeks
	Inclusion on Campus Center Info Screens	2 Weeks
	Inclusion on Campus Entrance Marquee	2 Weeks
	Inclusion on UMD Announce	1 Week
	Assistance with Food Service (events on University property only)	4 Weeks
	Assistance with Equipment Rentals (chairs, tables, podiums, mics, etc.)	4 Weeks

SUBMIT FORMS TO:

Ana Gonzalez, CVPA Administrative Assistant
 Location: Room CVPA 301 Telephone: (508) 999-9295