

The University of North Carolina at Pembroke
UNIVERSITY CALENDAR

Event Submission Form

To submit an event to the University Calendar, print and return the completed form to your division's calendar manager. For a list of calendar managers, by division, visit www.uncp.edu/calendar/managers.htm . Events entered by calendar managers are added directly into the calendar.

Please submit this form as soon as the event date is finalized. **IF THE EVENT CHANGES**, please resubmit this form to the calendar manager who initially added the event.

Please reference the University Calendar Style Guide when choosing the event title, description and location. Visit the style guide at www.uncp.edu/calendar/style_guide.htm

View the University Calendar at www.uncp.edu/calendar/

Event Title: _____

Date: _____

Start Time: _____ End Time (if applicable): _____

Description: _____

Location: _____

Event Web Address: <http://>_____

Add Event to the Following Calendar(s) (circle all that apply)

Academic | Administrative | Alumni | Arts and Entertainment

Athletics | Faculty and Staff | Master | Student Life

Contact Person: _____

Contact Email: _____

Contact Phone Number, including area code and prefix: () _____

Signature: _____ Date: _____

Affiliation with UNCP (circle answer): Student | Faculty | Staff | Alumni Department: _____