

The International Alumni Relations Coordinator will prepare material for the promotion of your events based on the information you provide in the form below. You must submit the form a minimum of six weeks prior to the date of your event to provide the International Alumni Relations Coordinator with enough time to effectively prepare the appropriate marketing materials. Additional information may be requested for different events on an individual basis. Please note that promotions will be sent to relevant alumni primarily by email and published on the Alumni Office social media channels, website and online platform. Hard copy mailing is not standard practice for our office. However we are willing to discuss this matter on an individual event basis.

Alumni Chapter Name: _____

Event Name: _____

Purpose: _____

Proposed Agenda: _____

Date, Time, Duration: _____

Event Capacity: _____

Target Audience: _____ RSVP: _____

Deadline for Catering Confirmation: _____

Venue Name / Address / Details: _____

Dress code: _____

Is this a paid event? If so, how much are tickets? _____

Please provide all information for any cost associated with the event which the Chapter may incur:

Please outline why people should attend this event: _____
