

CHICAGO STATE UNIVERSITY

Office of Internal Affairs & Events Management
ADM 208 ~ (773) 995-4488 ~ (773) 995-3994 FAX ~ i-affairs@csu.edu

Event Submission Form

To submit an event to the WebCalendar, print and return the completed form to the Calendar Manager in your area/division. For a list of Calendar Managers, click [Calendar Managers](#) on WebCalendar Homepage.

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 [WebCalendar Style Guide](#) when choosing the event title, description and location.

View the WebCalendar at www.csu.edu/calendar.

Date Submitted: _____ Date: _____

Event Title: _____

Start Time: _____ End Time (if applicable) _____

Description: _____

Location: _____

Event Web Address: _____

Add event to the following calendar(s) (*Circle all that apply.*)

**Academic Affairs | Alumni | Arts & Entertainment | Athletics | Internal Affairs
Master Calendar | Student Affairs | Training & Development**

Contact Person: _____

Contact Email: _____ Contact Phone Number: _____

Facilities Administration Signature: _____ Date: _____

WebCalendar Manager Signature: _____ Date: _____

VP/Dean Signature: _____ Date: _____

Affiliation with CSU (*circle answer*): **Trustee | Administrator | Faculty | Staff | Student | Alumni**