

CHICAGO STATE UNIVERSITY

Office of Internal Affairs & Events Management

WebCalendar **Event Submission Form**

To submit an event to the WebCalendar, print and return the completed form to your calendar manager. For a list of calendar managers, by division, click [Calendar Managers](#) on Web Calendar 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.)*

**Alumni | Arts and Entertainment | Athletics | Colleges | Community | Master | Special Events
Student Affairs | Training and Development | *Up-to-the-Minute***

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**