

Event Submission Form

Please complete the form below with preliminary information on your upcoming event. This will help us to publicize the event in the most effective manner possible. Don't worry if you are not able to complete all sections. Once the form is received, it will be routed to your Alumni Office staff liaison who will follow-up with you on next steps.

You can submit this form online or print the form and fax it to 773/702-2166.

The form should be submitted 10 weeks before your event.

1. Sponsoring Club:

2. Event Date:

3. Event Time (must include start time; end time is preferred but not required):

4. Event Location:

Venue name, street address (with city and zip), telephone, parking, and directions (if applicable):

5. Admission Fee(s):

6. RSVP information:

Contact:

Method:

Deadline:

7. Event Description:

8. Desired Communication Vehicle(s) - please check all that apply:

broadcast e-mail

direct mail

newsletter

Web site calendar listing

9. Primary Event Contact if different from RSVP contact: