

Event Request Template

Event requests must be emailed to horlache@up.edu **at least five weeks prior** to the desired event date. The following information should be provided either in a word document or email format when submitting an event request:

1. Location:
2. Time:
3. Expected cost to Chapter (budget allocation):
4. Cost to attendee:
5. Max capacity:
6. What is the goal of this event?:
7. Description of event (why should someone come?):
8. Who is invited?:
9. Please attach any photos you'd like used to promote the event:
10. Do you want to see a proof of the email prior to it being scheduled?: