



**Office of Institutional Advancement**  
*Alumni Relations*

**EVENT/ACTIVITY INFORMATION SUBMISSION FORM**

Please print or download this form and submit a completed copy to Daphne Thomas, PR & Marketing Director, in the Office of Institutional Advancement at [Daphne\\_Thomas@loc.edu](mailto:Daphne_Thomas@loc.edu) or fax to (901) 435-1549 at least **5 weeks** prior to the event. Send an email to the address above or call Daphne Thomas at (901) 435-1539 for more information.

*Please fill in all areas below.*

**TODAY'S DATE:**

**SUBMITTED BY:**

**EVENT NAME:**

**EVENT DATE / TIME:**

**LOCATION:**

**INFORMATION CONTACT** *(This will be released to the public.):*

**EVENT DESCRIPTION** *(List the activity(ies), purpose of the event, sponsor(s) and benefit(s) to the College and community. You also may attach a document with this information.):*

**TARGET AUDIENCE(S)** *(ie. students, faculty and staff, alumni, and/or general public):*

**ADMISSION OR TICKET PRICE:** \_\_\_\_\_

**TICKET PURCHASE LOCATION(S):** \_\_\_\_\_

**EVENT COORDINATOR CONTACT INFORMATION:** \_\_\_\_\_