



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 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: _____