

request for submissions to this week @mville

Please fill in the fields below and email form, together with a photo (if applicable) to eblast@mville.edu no later than **2:00 p.m. Wednesday** in order to have your announcement or event featured in the upcoming weekly blast, which is emailed every Monday. Please submit a separate form for each event or announcement.

I would like to share an...

Event

Announcement

(please check one and provide applicable details below)

Are you attaching a photo with this submission?

Yes

No

I confirm that this event/announcement has been approved by a department head or school dean.

Yes

An event submitted without a photo will have a photo selected from Third Light to accompany the post, at our discretion.

1. Title of event/headline for announcement

Please type in title of even or announcement here.

4. Admission (for events)

How much does it cost to attend? Who can attend? Is the event free and open to the public?

2. Date & Time

Day of the week, month, date. From when to when?

5. Description

In 2 or 3 sentences, please describe the event or announcement. What is the purpose of the event? What will be happening?

3. Location

Campus building name, room.

6. Hosted/Sponsored by

Name of the school, organization, or entity hosting the event or making the announcement.

7. For more information

Please provide an email or link for more information or to have people register.

Thank you.