Name of event:

Nature/purpose of event:

Audience (e.g. Students, Alumni, Potential Students, Faculty, Employees, etc.):

University speakers (please include title and letters):

Non-University speakers (please include job title and organization):

Materials that can help us better understand the event:

- Event promotional materials (e.g. flyers, emails, web pages, texts, etc.)
- Brief summary of the event
- Scripts/prepared remarks from speakers/honorees
- "Run of Show" script (if applicable)
- Quotes from attendees, such as students, faculty, alumni, potential students, honorees (and their family members). Please include the following information from quoted individuals:
    - Name
    - Hometown/place of residence
    - Major
    - Year of graduation (if applicable)
    - Employer/Organization (if applicable)
    - Job title (if applicable)

- High-resolution event photos (if University photography is not present).
- Did anything out of the ordinary or noteworthy take place that should be noted (e.g. surprise donation/announcement; special guest; weather event; etc.)?
- Will the event be Live Streamed (or recorded)? If so, please provide a link.