Submit Event Handbook

Step 1: Your information
Enter your name and email. If we need more information, we will contact you.

Step 2: Event Information

Even Title – Name of event

Date and time – Please enter the date and time information of your event, please do not include setup time, tear down time, room reservation time, etc. If an event is “All Day,” leave the time field empty.

Repeating Event?
If you submitting an event that is repeating (daily, weekly, monthly, yearly), put that information in the description and we’ll set up a repeating event series for you. Be sure to include how often the event repeats and how far ahead we should populate the calendar. For example: “This event repeats weekly on MWF through the Fall 2020 semester. Our last meeting is on December 18, 2020.”

Summary – Use the summary field for a quick 2-3 sentence description of your event. It will appear in the list view of your event and at the top of your event details page.

Event Description – The full description of your event. Be sure to include as much information as possible. Be sure to mention your intended audience, costs, relevant links, etc. This could also include and Zoom or WebEx links for participants.

Location – Enter the location of your event using the style “Building Name, Room Name”. If an event takes up multiple rooms, at the Reng Student Union for example, consider using something like “Reng Student Union, Third Floor” as the location. Use “Online/Virtual Event” for virtual events. If your event is off campus, consider using the facility name and full physical address.

More information on next page.
**Image** – Recommended image dimensions are 1200px x 628px / For best performance, try to get the majority of your content in the center “square” of your image. This will make sure the image supports a link share on Facebook and the generated square thumbnail on the calendar.

**Example:**

![Image Example](image-url)

**Contact information** – Enter the contact information for the event. Who does the public need to contact for more information?

*For consistency, use this formatting if possible:*
Name of the Person or Organization, Title of the Person (if applicable), Organization of the Person (if applicable), Email@Address.com, Phone number

**Web URL** – Is there a primary link that has more information about this event? It could be a facebook post or page, PDF flyer, website, etc. It will help us review the event and the general public.

**Event type** – For the event type, it is important to select all categories that fit, but as few as possible. Try to think about the event at its core and not stretch it to meet multiple categories. When your event is added to the calendar, we can add ‘Tags’ to help users drill down to your event. For example, a monster truck rally and a piano recital are both ‘Art & Entertainment,’ but we might tag the recital with ‘Piano, Fine Arts, Recital, Music’ to help users find it. If you have an event that doesn’t fit, mark it as Miscellaneous and we will review it.

**Event Support Needs** – For our information, which campus services will you be working with on your event? Checking a box in this field doesn’t guarantee availability or generate a “ticket” with
each area of campus. It is for our record keeping only. You should still reach out to the relevant department about your event.

**Expected Attendance** – How many people do you anticipate?

**Event Privacy** – Is your event: Open to the public, Open to the A-State community, Private event by invitation only? Our calendar administrators will determine the best way to list your event on the calendar. Some events, like a wedding ceremony at the alumni center, needs to be on the university calendar for internal purposes (emergency management, facility availability, etc.), but hidden from the general public.

*If you need to make a change to your event after submission, email calendar@AState.edu or check our list of calendar managers.*