

OFFICE OF ALUMNI RELATIONS
MARKETING SUPPORT FORM

TODAY'S DATE DATE RECEIVED PROJECT DEADLINE
MARKETING TEAM FIELD

INTERNAL PROJECT LEADER
NAME PHONE NUMBER EMAIL

EVENT POINT OF CONTACT
NAME PHONE NUMBER EMAIL

EVENT INFORMATION

EVENT NAME DATE OF EVENT
EX: MONDAY, DECEMBER 1, 2016

LOCATION SIZE OF EVENT SMALL MEDIUM LARGE
NAME, ADDRESS, CITY, STATE, ZIP CODE NUMBER OF PEOPLE (1-50) (50-100) (100+)

START TIME END TIME ONLINE PAYMENT/REGISTRATION REQUIRED? YES NO
HR:MIN PM/AM HR:MIN PM/AM IF YES, COMPLETE AND ATTACH A NET COMMUNITY EVENT REQUEST FORM.

PRICES/FEES INFORMATION

ADULT TICKET? YES NO COST

CHILD TICKET? YES NO COST

CHILD AGE RANGE?

OTHER
EX: MEMBER, NOT MEMBER PRICE

WHERE TO R.S.V.P.?

EMAIL, NAME & PHONE NUMBER, OR WEBSITE/LINK

R.S.V.P. DEADLINE

TARGET AUDIENCE

PROVIDE NAME OF NET COMMUNITY LIST (IF APPLICABLE)

EX: ALUMNI IN EL PASO, TX AREA, ALUMNI FROM CLASS OF 2012, ETC.

SUGGESTED PICTURES/GRAPHICS

PLEASE SPECIFY AND/OR ATTACH TO EMAIL

LOGOS TO BE USED

PLEASE SPECIFY AND/OR ATTACH TO EMAIL

SPIRIT ITEMS NEEDED? YES NO

IF YES, PLEASE COMPLETE AND ATTACH PREMIUMS AND GIVEAWAYS REQUEST FORM.
UPON AVAILABILITY. EX: FOAM FINGERS, POM-POMS, MEGAPHONES, ETC.

REQUIRED MATERIAL

- FLYER
- POSTER
- POSTCARD
- SAVE THE DATE
- E-BLAST
- WEB BANNER
- WEEKLY ANNOUNCEMENT
- PRINTABLE INVITATION
- PROGRAM
- TICKET
- FACEBOOK (ALUMNI)
- INSTAGRAM (GROUP)
- CAMPUS BULLETIN
- SPECIAL BULLETIN

MARQUEE

- I-10
- CENTENNIAL MUSEUM
- DON HASKINS
- UTEP TODAY

UTEP EVENTS CALENDAR

IF SPECIFIC DETAILS APPLY, PLEASE ATTACH WORD DOCUMENT

WEBSITE UPDATES

PLEASE ATTACH WORD DOCUMENT WITH UPDATES

SUGGESTED E-BLAST SCHEDULE

SUGGESTED FACEBOOK SCHEDULE

ADDITIONAL NOTES

PLEASE SUBMIT COMPLETED FORM AND ATTACHMENTS TO:
SANDRAAC@UTEP.EDU; ALOPEZ63@UTEP.EDU;
EHERNANDEZ88@MINERS.UTEP.EDU