

**Department:**

**Name of person in charge of planning the event:**

**Office phone number:**

**Cell phone number:**

**Other phone number:**

**Email:**

**Media contact name (person who can discuss event details):**

**Office phone number:**

**Cell phone number:**

**Other phone number:**

**Email:**

**Description of event:**

**Date of event (month/day/year):**

**Start time:**

**End time:**

**Location:**

**Expected attendance:**

**Notable participants/speakers/guests expected:**

**Other information/comments of potential significance to news media:**

**Date submitted:**

**Submitted by:**

**Please send this to [Buddy.Price@unt.edu](mailto:Buddy.Price@unt.edu) when complete.**