

INFORMATION FOR ELC MEDIA OUTLETS  
(eBlast, Website, etc.)\*

Name of Event: \_\_\_\_\_

Date(s) and Time(s) of Event: \_\_\_\_\_

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Who is the intended audience for this information: \_\_\_\_\_

Describe the event in detail: \_\_\_\_\_

What dates should the event be publicized: \_\_\_\_\_

Who is the contact person for additional information (Name, phone number and email address?)

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\*This information should be available for publication one month in advance of the event. With this information we can be assured that the event is published and that another event is NOT scheduled at the same time.