

## University of New Haven Event Publicity Request

To assure your public event receives internal and external publicity the Office of Public Affairs requests the information below. **Please e-mail the completed form to [UNHPublicityRequests@newhaven.edu](mailto:UNHPublicityRequests@newhaven.edu) at least four weeks before the event.** A detailed [Event Check List](#) and [Area Vendor List](#) will assist you in planning your event.

Please send high-resolution photos (300 dpi or better) if available, via e-mail, with this form.

**Today's Date:**

**Date of Event:**

**Name of Event Organizer; Phone and E-mail:**

**Name of Event:**

**Title of lecture/presentation:**

**Brief description of lecture content (120 words or less):**

**Location:**

**Time:**

**Admission cost:**

**Event Sponsor:**

**Name and Title(s) of Speaker(s):**

**Brief speaker bio(s):**

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