



FLORIDA ATLANTIC UNIVERSITY

Center for Global  
Engagement

## Request for Event Posted to the Website

*Please do not submit this request until you have all information included. If details are missing, you may be asked to resubmit when you have everything ready.*

### EVENTS WIDGET CONTENT

Today's Date (please allow for min. of 2 weeks if possible): \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Department: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Event Description (What are the main things you want communicated on the events widget?):

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Full Address of Event: \_\_\_\_\_

Date for RSVP (if any): \_\_\_\_\_

RSVP Link (if any): \_\_\_\_\_



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Would you like any other CGE departments tagged?      Yes:      No:

If yes, check all that apply:

Intensive English Institute

International Enrollment Services

International Student Services

International Friends Program

Education Abroad

Global Ambassadors Program

Global Academic Services

Please select all that apply:

I will upload an image for you to use when you post this event to the website.

I would like you to use the modified version of the flyer that the CGE Marketing team already created for this event.

I would like you to find/create an image to be posted with this event on the website.