

New Mexico State University Library
EVENTS REQUEST FORM

Submit completed request form to Library Administration.

Date: _____

Name of Requestor: _____ Department: _____

Phone number: _____ Email: _____

Library Sponsor: _____ Department _____

Phone number: _____ Email: _____

Contact Information for all those working on the event. (Name/Dept/Phone/E-mail)

Webmaster (If applicable): _____

Proposed Event Date ____/____/____

Event Description

Name of the event: _____

Description of event – purpose, target audiences, desired outcomes (attach extra page if necessary):

Funding Requirements (Please be specific)

Publicity

Provide the Grants/University Relations Officer with complete and accurate information on your forthcoming library events, exhibits, tours, and programs a minimum of twenty working days before the event. In order for the event to appear in monthly publications such as “El Paso Scene” and “Desert Exposure,” the information is needed a minimum of thirty working days before the event. Please organize program series as a whole, so the series can be publicized as a whole.

Describe publicity such as press releases, newspaper articles or paid advertisements planned for this exhibit:

Approved

Disapproved

Signature Dean/Associate Dean

Date

COMMENTS: