

Calendar Requests

Please email to completed form to calendar@northwestu.edu

All fields must be filled in to have your event placed on the calendar

Event Contact Information

Event Name: _____

Contact person: _____ Email: _____

Phone Number: _____

Event Details

Event date: _____ Event start time: _____

Event location: _____

Sponsoring Department: _____

Audience (select all that apply): Students Parents Alumni Community

Parking (estimate of how many cars will be brought onto campus): _____

Event Details (description, links to registration or event page, etc.)

Optional: If available, please attach an event photo (.jpg) to the email.