

Virtual Event Support Request

The CALS External Relations office is available to help CALS departments and programs host internal and external-facing virtual events.

Please complete the form below to initiate the process and help us understand your needs.

EVENT NAME:

Person initiating request:

Department name/unit:

Email:

EVENT INFORMATION:

Who is the primary audience of this event?

What is the goal/objective of the event?

Is your event open to the public (link to campus events calendar)?

Do you have an invitation list?

Do you request that Dean VandenBosch participate in the event?

Estimated total attendance:

Date(s) of Event:

Preferred platform of event: please refer to [this webpage](#) for a help in deciding which platform to use.

Will there be a cost associated with your event? If so, please fill out an [Official Function Form](#) and have signed by your divisional representative.

Would you like us to advertise the event in eCALS?