

Library Event Posting Template

Name of event: _____
(How do you want the title to read)

Dates of the event: _____

Hours of the event: _____

Name of Unit: _____
(Library name, department, branch)

Address: _____
(Where event will be held)

Room #: _____

Phone #: _____

Description of event:
(what is the event about, who is the speaker (if any), speaker's background, who should attend the event) if more room is needed attach information to this form.

For additional information contact: (Name and Phone #)

SPONSOR: (name and phone #)
