

EMAIL REQUEST FORM

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**Requested Email Date(s)\***

**Date #1:**

**Date #2:**

**Date #3:**

**\*Should be a Thursday unless special permission is obtained.**

***Deadline for requests is noon on Monday.***

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**Event title:**

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**Who is invited?** (City or state; BBA, MPA, MBA, MSTC or Ph.D. alumni; new MBA admits; MBA students; etc.)

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**Date of event:**

<day of the week>, <month>, <calendar date>

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**Start Time:**

**End Time:**

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**Location name:**

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**Location address:**

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**Cost:**

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**Brief Description/Event Details:**

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**Include special images or logos? If yes, please attach a jpeg file. Please do not paste the image in this form. This will degrade the quality of the image.**

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**Special Instructions:**

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Is an event registration page required?  Yes  No (If yes, complete information below.)

Attendance Option:  RSVP or  Paid Ticket

Accounting Code (if paid event, for staff use only):

Registration Deadline:

(Deadline will be midnight of the date selected. If this is the event date, registration will close at the time the event begins.)

Registration Limit (optional):

Event Description (if different from email description above):

Please note that all event registrations will ask for: first name, last name, email address, UT EID, most recent McCombs degree, most recent McCombs grad year, professional title, company and address.

Optional registration questions (check all that apply):

- First name (as you would like it to appear on your nametag)
- Include graduation year on nametag?
- Guest's first name (if applicable)
- Guest's last name (if applicable)
- Guest's McCombs degree (if applicable)
- Guest's McCombs graduation year (if applicable)
- Do you have any special dietary needs?
- Would you like to get involved with your local McCombs Alumni Network chapter?
- Other questions (please specify)

Confirmation Page (This is the page that will appear after attendees submit their registration.)

- Default text
- Special text (please include)

Confirmation Email (automatically sent immediately after registration)

- Default text
- Special text (please include)

Reminder Email (sent 1-7 days before the event, per the registrant's preference)

- Default text
- Special text (please include)