

EMAIL REQUEST FORM

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.

Event title:

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

Date of event:

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

Start Time:

End Time:

Location name:

Location address:

Cost:

Brief Description/Event Details:

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.

Special Instructions:

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 Message (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)