

# Mustang Week Event Proposal

Proposals must be received by the extended deadline of Tuesday, August 7 to allow for promotion of your activity in printed and online marketing materials. Proposed events are expected to meet at least two of these six outcomes:

- Orienting students to the campus
- Building a sense of community
- Fostering school pride and tradition
- Promoting wellness and inclusiveness
- Enhancing a sense of fun and excitement
- Welcoming returning students

Event organizers are responsible for reserving the event location, arranging audio/visual set-up, and submitting work orders and key requests.

## Contact Information

Faculty/Department/Program/Student Organization [Required]

Event Organizer [Required]

The event organizer will serve as the primary contact for the proposed event.

Email Address [Required]

Valid input:

- name@myschool.edu

Office Phone Number [Required]

Valid input:

- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

## Event Details

Event Title [Required]

Describe your event and anticipated outcomes [Required]

Event Date [Required]

Start Time [Required]

End Time [Required]

Time of Day [Required]

Valid input:

- Select only one choice.

Morning

Mid-day

Afternoon

Evening

Proposed Location [Required]

Has the location been reserved? [Required]

Valid input:

- Select only one choice.

Yes

No

Number of expected students

Will food or beverages be offered?

Valid input:

- Select only one choice.

Yes

No

If food and beverages are provided please describe (e.g., light refreshments, cookies, water, pizza, etc.)

Specify target audience [Required]

## Event Guide Information

Describe your event EXACTLY as you would like it to appear in any publications (printed and online). [Required]

Valid input:

- must contain at most 425 characters.