INSTRUCTIONS: Complete this form and SUBMIT via e-mail to cobaltsoup@mica.edu or drop it off in the Communications Office, Annex 3rd Floor, no later than NOON ON THE THURSDAY OF THE WEEK BEFORE YOUR EVENT WILL OCCUR. This form is for on-campus publicity only. If you would like BOTH ON- and OFF-CAMPUS PUBLICITY, you must submit MICA PUBLICITY REQUEST FORM B.

Actions Communications will take/will not take upon receiving this form by the deadline above:

- List your event on the Portal version of the MICA Web calendar (only accessible to the MICA community via the MyMICA Portal)
- Include your event in Cobalt Soup, sent as a bulk e-mail on Fridays to MICA students, faculty, and staff
- If it’s open to the entire campus, your event may also be featured on the Cohen Plaza marquee sign as a reminder message on the day of the event
- NO press release will be sent to local/regional media
- NO listing will be posted on non-MICA Web calendars (Baltimore Collegetown Network, etc.)
- NO listing will be available on the general public version of the MICA Web calendar
- NO listing of your event will be published in Juxtapositions

NOTE THAT YOU (the event sponsor/organizer) ARE RESPONSIBLE FOR the following activities, if desired/appropriate. Except for some institutional events, MICA Communications DOES NOT:

- Book rooms or confirm event-related services/logistics other than publicity
- Prepare/distribute flyers on or off campus for individual events
- Send requests to faculty asking them to encourage/require student attendance at events
- Write/coordinate mailing of letters to other organizations encouraging/inviting attendance/participation
- Prepare/distribute programs or informational materials to be handed out at events

COMPLETE THE ENTIRE FORM BELOW AND SUBMIT TO cobaltsoup@mica.edu — WE CANNOT PROCESS YOUR REQUEST UNTIL WE HAVE RECEIVED ALL OF THE INFORMATION REQUESTED BELOW.

Sponsoring Organization(s)/Department(s):

Contact Person (person who can answer all information requests about and will provide all req’d materials):

Name: ___________________________ Daytime Phone: ___________________________

E-mail: ___________________________ Evening/Cell Phone: ___________________________

Event Title: ___________________________

Event Type (lecture, panel discussion, slide talk, etc.): ___________________________

Event Date: ___________________________ Event Location: ___________________________

Start Time (time event will actually begin): ___________________________ End Time: ___________________________

This Location (incl add’l setup/breakdown time) □ HAS □ HAS NOT been approved by the Office of Events.

Who May Attend (is it open to students only? students, faculty & staff?): ___________________________

Ticket Price(s) & Where to Get Tickets (if applicable): ___________________________

Participant(s) (use the space below to type name, brief bio or title & inst’l affiliation, and what he/she will do at the event for EACH PARTICIPANT; or attach a separate MS Word for Windows document with this information):

Event Description (type detailed event description below, or attach a separate MS Word for Windows document):