



**REQUEST FOR CLUB OR CHAPTER EVENT PUBLICITY**

*(REQUEST SHOULD BE MADE SIX WEEKS PRIOR TO EVENT)*

CLUB OR CHAPTER NAME	REPRESENTATIVE	PHONE NUMBER
EVENT NAME		
EVENT DATE & TIME		
EVENT LOCATION & DRIVING DIRECTIONS		
EVENT FORMAT (dinner, hors d'oeuvres, cocktails, etc.)		
COST PER MEMBER	COST PER NON-MEMBER	
R.S.V.P. TO		
SEND PAYMENT TO		
R.S.V.P./PAYMENT DEADLINE		
EVENT DRESS CODE (casual, business attire, TRUE BLUE, etc.)		
INVITATION SHOULD BE SENT TO (all alumni, members only, last 10 graduating classes, etc.)		
SPEAKER REQUEST (Alumni Office will attempt to accommodate if feasible)		
OTHER?		

Please mail or fax this form to:  
University of Memphis Alumni Association  
Alumni Center  
Memphis, TN 38152

Fax: (901) 678-3035  
Phone: (901) 678-2586  
E-mail: [alumnievents@memphis.edu](mailto:alumnievents@memphis.edu)