Event Guidelines

Use this submission form to promote official campus events on the college’s website, CAMD newsletters, social media and other outlets as appropriate. A minimum of two weeks' notice is requested. Submissions with minimal advance notice will be accommodated if possible.

- Only events sponsored by a CAMD department or group are considered.

- Priority is given to those events with broad appeal to the college or local community.

- Featured event announcements are typically brief summaries that include a link to the event sponsor's website for more information. Submissions must include a link that indicates where readers can find the most complete information about the event and a photo. Depending on the size and scope of the event, the Department of Marketing and Communications may provide a webpage and photo for you.

- Based on your input, the Department of Marketing and Communications team will determine the appropriate outlets for publicizing your event.