

FCUCC Publication/Event Request Form

Contact Person	
Organization	
Date(s)/Time of Event	
Location	
Registration Needed? (If yes, who is responsible for setting it up and tracking attendees. When is the deadline?)	
Technology Needed? Including ZOOM (If yes, who is responsible for setting up needed technology)	
Setup/Space Needed? (If yes, specify which room and the number of tables, chairs, etc. needed)	
Fees (Who should checks be made out to)	

Any other needs you may have or questions?

Please provide the article or description you would like used in the bulletin/newsletter.

(You may attach this document separately)