**CNU Event Page Request Form**

Complete this form and return it to cnuinfo@cnu.org *one week before* you would like your event page to appear on CNU’s website calendar.

**Event Details:**

1. **Title:**
2. **Header Image:**
	1. Yes/No
	2. If yes, please attach the high resolution image to the email
3. **Event Date:**
	1. Start Date & Time:
	2. End Date & Time:
4. **Location:**
	1. City:
	2. State/Province:
	3. Country:
5. **Complete Description:** (Limit to 2-3 short paragraphs)
6. **Host Organization:**
	1. URL:
7. **Chapter Event?**
	1. Yes/No
8. **Program/Agenda:**
9. **Speakers:(include bios if available)**
10. **Rates:**
11. **Hotel & Travel information:**
12. **Link to Registration website:**
	1. URL:
	2. Registration Button Text: (example: “Register Now!”)