



With the transition to the new Carrollu.edu, we are now able to use the data from Carroll's Event Management System (EMS) to populate the events sections of the website. This means that faculty, staff and students now need to enter their information so that it is appropriate for a **public audience**.

To publish an event on the carrollu.edu event calendar(s), fill out a request form in the Pioneer Event Management System at ems.carrollu.edu.

Event titles

Please use the full title of your event without abbreviations for your group, organization, type of event, etc.

Examples of appropriate titles:

- Men's Soccer Game vs. Wisconsin Lutheran College
- Carroll Art Faculty Biennial Exhibition
- 4th Annual Summer Repertory Series | Next to Normal

Event time

Be sure to enter the **actual time** that you want people to attend your event. The Reservations and Event Services team will build in set up and tear down time as needed, so the time you request should directly reflect the time the event is actually happening.

Event image

To include a promotional image with your event description, add one via the attachment tool on the event request form.

The preferred image specifications are:

- JPEG or PNG image
- Maximum 600 pixels wide if landscape/horizontal image, or 600 pixels tall if portrait/vertical image
- File size of at least 1MB is preferred, but the image must be 200MB minimum

Event descriptions

Include a description of your event that gives all pertinent details that attendees should know. Please include:

- Who is hosting the event (academic program, office, student organization, etc.)
- A summary of what will be happening at the event
- Cost information, if applicable
- Details on how to RSVP or sign up for the event
- If there is a speaker at the event, include their title and a short biography
- If your event is for a cause, describe what the proceeds will go to
- If the location of your event is hard to find, include a short description of how to get there



Event Listings on Carrollu.edu

Questions: Carrie Prange at cwoods@carrollu.edu or 262.951.3102

Example of an event description:

Please join us for the next College of Health Sciences Dean's Distinguished Alumni Lecture Series featuring a presentation by Mr. Donn Dimond '98, PT, MPT, OCS, SSRC, Regional Director at The KOR/ATI Physical Therapy.

Presentation Topic: *How to be a Hero and Save Healthcare What is a hero? Why does healthcare need to be saved? Where do we fit in? These are questions that must be answered in order for us to truly make a difference regardless of our chosen profession. Please join Mr. Donn Dimond on this journey as we take one step closer to realizing our potential and start becoming part of the solution.*

Convocation Point

Students attending the presentation will receive one convocation point.

To RSVP, go to website.com/rsvp or email contact@carrollu.edu by August 25, 2020.