

**What**

Required Fields:

- Event Name
- Description
- Event Type

Optional: Event Tags

**Team**

- Event Coordinator

**When**

Required Fields:

- Start Date
- Start/End Time

**Where**

Recommended Fields:

- On Campus/Off Campus
- Location Name (i.e. Johnson Center, Room 327)

Optional:

- Address (must provide building address)

**Photo**

Recommended Fields

- Photo (Dimensions: 380px high and 760px)
- Flyer (Standard 8.5 x 11)

**More**

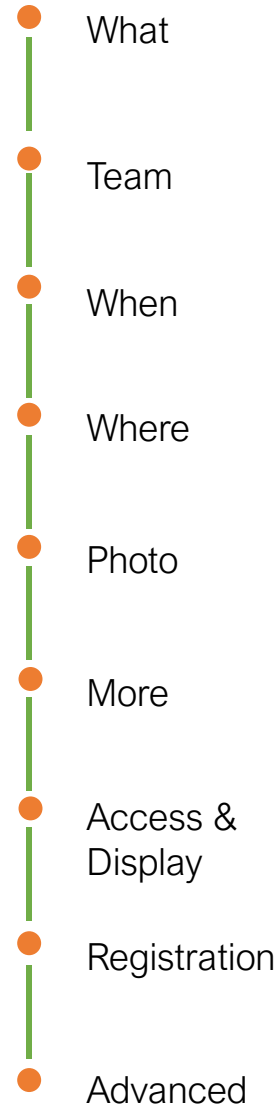
Recommended Fields

- Food Provided (If applicable)
- Dress Code (If applicable)

**Access & Display**

Recommended Fields

- Who is allowed to register? & Who can see this event?
  - Always select the most applicable to your event audience



## Registration

### Recommended Fields

- Do you want to let people register to this event?
  - Keep **YES** selected
- **Reminders:** set up a reminder about your event (can select up to 7 days before)
- **Feedback Request:** Prior to submitting your event, please review feedback request and make sure this item is unselected.

**IMPORTANT: Make sure you unselect the send feedback request field. We would like to prevent survey fatigue amongst our students and don't want to overload them with event feedback notifications)**

## Advanced

### Optional Field

- Co-host this event

**IMPORTANT: If your event is co-hosted by another group, click on the organization and select the group that will co-host the event with you. On the registration page, that club will appear as a co-host. All co-hosted events must have been confirmed with each party involved in the event prior to completing the event.**

### Optional Fields

- Add more questions/timeslots:
  - Example: If you need to know attendee T-shirt size, dietary need, etc. you have the ability to add a question
- Speakers
  - Add speakers that are coming to your events (add photo, title, person name, etc.)