The Office of Event Management publishes
the monthly e-newsletter Eye On Events!

If you would like to advertise your event, or showcase your event and highlight upcoming events planned by your group, follow the directions below.

- Let other students hear about your events and programs
- Get the recognition you deserve and plan better events

Contact the Office of Event Management at x3-4067 or answer the following questions and return this form to room 140B Student Center.

**The Secret of Your Success** (The most important ingredient of your event plan):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**The Event Concept** (What did you do and why did you do it):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**Difficulties You Faced** (What were problems you had to address and how):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**Techniques That Worked** (Parts of the plan that produced a successful event):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**Student Participation** (How can students participate in this event):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**Events Coming Up** (Other events your group plans to run):
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**Subscribe to Eye On Events:**
Name: ____________________________
Email Address: ____________________________

The Office of Event Management, Student Center Room 112, Telephone x3-6631
www.hofstra.edu/oem