

# HOFSTRA CULTURAL CENTER MEMORANDUM

## CALENDAR OF EVENTS – *Spring/Summer 2018*

To: ALL DEPARTMENTS  
From: HOFSTRA CULTURAL CENTER  
Re: CALENDAR OF EVENTS – *Spring/Summer 2018*  
Date: October 23, 2017

The Hofstra Cultural Center is preparing the **CALENDAR OF EVENTS for Spring/Summer 2018**. The calendar is in an exciting format with color images. Please see sample attached. So that our calendar may encompass as many of the University's events as possible, please provide us with your department's upcoming **Spring/Summer 2018** activities along with **high resolution images**. Include events through **August 2018**. All events listed must be open to the public. In addition, the Hofstra Cultural Center creates a virtual Calendar of Events whereby you have 24/7 access to the most current information on events at Hofstra University. Since most departments publish brochures/flyers advertising their events we recommend that you send us 2 or 3 lines of description along with a notation that the reader can either go on-line to your Web site for more information or request a brochure from your department. Please provide us with your Web site address as well as the contact phone number.

To promote your event please complete this word document and return this questionnaire via **E-MAIL** to me at **culcdm@hofstra.edu** and **CC Kristine Glanzer at kristine.glanzer@hofstra.edu** as soon as possible, but no later than **November 30, 2017** to be included in the print calendar. Please type directly on the document for your convenience and attach it to your **E-MAIL**. If you do not to meet the print deadline your information will be included on the online calendar.

All events must be **confirmed with location, date and time** (regarding any changes) prior to **Friday, December 8, 2017** for publication in January. Please notify **Kristine Glanzer**, so the online events calendar has the most up-to-date information.

**Please respond via e-mail only.**

<p><b>Sponsoring Department:</b> _____</p> <p><b>Event- Please Circle:</b> Conference, Seminar, Workshop, Lecture, Theater, Drama or dance, presentation, Music, Opera, Film, Art Exhibition / Excursion, Special Events, Continuing Education, Joan and Donald E. Axinn Library</p> <p><b>Event Title:</b> _____</p> <p><b>Date(s):</b> _____</p> <p><b>Time(s):</b> _____</p> <p><b>Location:</b> _____</p> <p><b>Costs: (Please list each category applicable)</b> General Admission \$_____, Sr. Citizen \$_____, HU \$_____, Non-Hofstra Student \$_____, Free _____</p> <p><b>Other Information and a 2 or 3 line Description of Event (Specific Speaker, Affiliation, Topic):</b> _____ _____ _____</p> <p><b>Contact Person:</b> _____ <b>Phone No.</b> _____</p> <p><b>Web site address:</b> _____</p>
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*Due to our online deadline your immediate attention to this request will be very much appreciated. Please do not hesitate to call 3-5669 with any questions.*

Upon completion, send this form to: **Carol Mallison, Hofstra Cultural Center at culcdm@hofstra.edu and CC Kristine Glanzer at kristine.glanzer@hofstra.edu**