

Truman State University Alumni Events Submission Form



Authorized alumni leaders can use this form to submit official events hosted by Truman's alumni chapters and clubs.

All fields marked with an asterisk (*) must be completed before the University can promote your event.

Select all that apply:

Post to online calendar (allow 1 week)

Send bulk email (allow 4 weeks)

Please indicate your preferred date for sending the email announcement for this event:

(examples: 2 weeks before event, 3 weeks prior to RSVP date) _____

The email date may have to be changed depending on other previously scheduled communications sent by the Advancement Office.

Print & mail invitations/postcards, artwork supplied to University (allow 6 weeks)

Design, print & mail invitations/postcards (allow 8 weeks)

*Event Title: _____

*Event Date: _____ *Start Time: _____ End Time: _____

Event Location:

* Address _____

* City, state, zip _____

* Phone no. of venue _____

Event location directions (event location URL recommended):

*Event Description (include important information such as special guests, parking instructions, etc.):

*Pricing Details: Free admission Chapter member price _____ Non-member price _____

Other pricing options (children, etc.): _____

RSVP contact person: _____ Deadline for RSVPs _____

RSVP Email _____ RSVP Phone _____

*Event sponsor/s (mark all that apply):

Arizona Chapter

Iowa Chapter

Northeast Chapter

Chicago Chapter

Kansas City Chapter

Missouri Chapter

Colorado Chapter

Mid-Atlantic Chapter

St. Louis Chapter

Dallas Chapter

Mid-Missouri Chapter

Other (please specify):

*Specify target audience for this event (alumni, parents, friends, current Truman students living within 60 miles of event location): _____

Special requests or comments regarding the event: _____

*Name of person submitting information: _____

*Phone: _____ *Email: _____

Save a copy of this form for your records, then submit it by one of the following methods:

1) EMAIL: alumnievents@truman.edu

2) FAX: (660) 785-7519

3) USPS MAIL: Truman State University, Office of Advancement, 100 E. Normal, Kirksville, Mo. 63501-4221

QUESTIONS: Call the Advancement Office at (800) 452-6678 or (660) 785-4133