

# SAN DIEGO MIRAMAR COLLEGE

## COLLEGE HOUR EVENT INFORMATION

Check with your manager **first** to inquire about who updates website content for your department. Otherwise, this form may be used to submit an event to the Student Affairs Office for inclusion on the Campus Calendar and College Hour.

<b>Event Date:</b>		<b>Event Time:</b>	
<b>Event Name:</b>			
<b>Location or link:</b>			
<b>Contact Name:</b>		<b>Department:</b>	
<b>Contact Email:</b>		<b>Phone:</b>	
<b>Event Description:</b>			
<div style="border: 1px solid black; height: 350px;"></div>			
<b>Notes:</b>			
<div style="border: 1px solid black; height: 150px;"></div>			

Remember to include any marketing materials or fliers that you would like included on your event's Campus Calendar subpage. **Be sure all files are reduced to no more than 1.5 MB before sending!**

Email completed form and materials to [smarquez@sdccd.edu](mailto:smarquez@sdccd.edu).