Student Life in the Division of Student Affairs is seeking items to include in the 2014-2015 Academic Year Planner that is published each fall. The planner is a 5 1/2”X8 1/2” spiral bound publication with an abbreviated resource guide and campus map. We need campus-wide input to make this the most complete printed planner for OU students, faculty, staff and supporters. Approximately 7,000 copies of the planners are printed.

Please help us promote your department’s or organization’s event(s) by submitting items on this form. Please use a separate form for each event and date. For a single event occurring on more than one day you may use the same form. If you have any questions or changes, contact Tie Redeker at (405) 325-0366 or via e-mail at tieredeker@ou.edu. All information must be received by May 31st.

Planner Information

Please print exactly how you would like the entry to read on the two lines below. Include in this order: Event name, time (am/pm) and location.

_____________________________________________________________________________________
_____________________________________________________________________________________

Confirm Dates

Date(s) of event____________________________________

Day(s) of the week of the event____________________________________

Person submitting information____________________________________

Telephone Number_________________________E-mail Address_________________________

Please return the completed form via e-mail to: tieredeker@ou.edu