# La Trobe web event template

This template outlines the minimum information needed to create and publish an Event on La Trobe’s [Events Calendar](http://www.latrobe.edu.au/events). The Events calendar contains details of all University events that are available to an external audience. The events are categorised and searchable by event type, date and keyword.

When published, events will display on La Trobe’s events calendar (note: it may take up to 36 hours for the event to appear in search)

Events may also display on webpages:

* located within your subsite
* on your site’s ‘homepage’ (if set up).
* on other subsites (if tagged)

Use this template to gather the required content elements for publishing Events.

## Event example

<http://www.latrobe.edu.au/events/all/killing-time>

**Instructions**

1. Fill out this form and return to:

Please note

1. You must supply a final and approved version of the content.
2. Your content should follow La Trobe’s [Editorial Style Guide (PDF 267KB)](https://intranet.latrobe.edu.au/__data/assets/pdf_file/0017/12086/Editorial-Style-Guide.pdf) and [Writing for the web guidelines](https://intranet.latrobe.edu.au/tasks-and-processes/marketing-events-and-communications/web-guide/resources/guidelines/writing-for-the-web-guidelines).
3. Your event must be primarily for a ‘public’ audience
4. Incomplete information may mean a delay in publishing the item.
5. Images must be copyright approved and high-quality. Use La Trobe’s [Online Image library (Cumulus)](https://intranet.latrobe.edu.au/tasks-and-processes/marketing-events-and-communications/digital-and-web-creative-services/design-services/photography/image-library) to source your images.
6. Attach your images separately to this template.

## Event elements

## Event title:

## Brief description of event

### \*One or two sentences

[Provide your content]

## Start date and time

[Provide your content]

## Finish date and time

[Provide your content]

## Type of event

### e.g. launch, public lecture, exhibition, forum, information session

## Audience

## e.g. who is the event for? \*E.g. undergrad students, postgrad, international, prospective students, public

## Which page/s do you want this event to appear on?

[Provide the urls]

## Venue and address

e.g.

Eastern lecture Theatre 4, Melbourne Campus

Corner of Plenty Road and Kingsbury Drive, Bundoora 3086

## Contact person name

e.g. Kim Siemensma

## Contact person phone, email or URL

e.g. 03 9479 3438

## Speaker/Presenter/Host name

e.g. La Trobe Abroad

## Speaker URL

e.g. http://www.latrobe.edu.au/students/exchange

## Cost

## Booking URL or email (optional)

## Full content / details / description of event

Come find out about the [semester exchange and short programs](http://www.latrobe.edu.au/students/exchange) we offer. Enhance your degree, your employability and have some fun while doing it! You could gain credit for these experiences, meaning you won't add any time onto your studies. To make it affordable, we have scholarships and other funding available.

## Image

Specifications: 2560 px (wide) x 1700 px (high) (we can re-size but it needs to be high-quality)

[provide your images separately to this template]

|  |  |
| --- | --- |
| Authorisation information |  |
| Your name and contact information: |  |
| Date item needs to be live by:  [Please factor in content production time into your planning activities.] |  |
| Content approved by: |  |