

EVENT OVERVIEW	
EVENT TITLE	
EVENT DATE/TIME	
EVENT LOCATION	
EVENT TYPE (e.g., Meet & Greet, Information Session, Workshop, etc.)	
TARGET AUDIENCE (e.g., major(s), school year(s), GPA, etc.)	
EVENT DESCRIPTION/OBJECTIVE(S)	

CONTACT INFORMATION	
NAME (1) REQUIRED	
COMPANY/ORG	
TELEPHONE	
EMAIL	
NAME (2)	
COMPANY/ORG	
TELEPHONE	
EMAIL	
NAME (3)	
COMPANY/ORG	
TELEPHONE	
EMAIL	

EVENT SPECIFICATIONS	
AV EQUIPMENT	YES NO
CATERING	YES NO
OTHERS (please specify)	

****NOTE:** If you circle yes to CATERING, all employers (except for our sponsors) will be invoiced.

By participating on an event with Florida Tech's Career Services Department you agree to the following,
All events must be approved by the Career Services department. The event coordinator will send you an email the approval confirmation, as well as parking instructions for the day of the event. Event promotion will not be done until finished the approval process.

The Career Services department will only offer the event space, all other catering needs will be charged to all employers. Please contact Maria Faria, mfaria@fit.edu, for more information about the catering options.

All photography and videos taken on the day of the event by one of Florida Tech's Career Services staff members or professional photography may be used for any purpose including, but not limited to, promotion, advertising and public relations without further compensation or consent.

Signature

Date