



WestPress express

SUBMISSION FORM

All fields are required unless indicated

Please fill out this form for all news and event information to be included in the West Press Express bi-weekly electronic newsletter. Email the form to **westpress@uhwo.hawaii.edu** by noon on Friday preceding the following Friday delivery date. Indicate the last date to run the news or event listing in the box marked "Post Until" and complete the form with all required information.

Event Title:

Location (Building or Address):

Date:

Time:

Post Until:

**Description
(100 words or less):**

Department/Club:

Event Contact Information ▼

Name:

Phone:

Website (optional):

Email: