

# Unit Calendar Request Form

The SFA Online Calendar System allows authorized users to create and promote events to the SFA community and general public. University units (colleges, departments, divisions, offices, etc.) may request access to the calendar system and the creation of their own calendar by completing the form below. By completing this form, the university unit acknowledges and agrees to adhere to the [SFA Online Calendar System Guidelines](#).

Name of university unit: \_\_\_\_\_

## **Person responsible for managing the unit's calendar**

Name: \_\_\_\_\_

SFA Email Address: \_\_\_\_\_

Unit head's name: \_\_\_\_\_

Unit head's signature: \_\_\_\_\_

Request date: \_\_\_\_\_

Send the completed form to University Marketing Communications via campus mail to box 6100 or via email to [web-dev@sfasu.edu](mailto:web-dev@sfasu.edu).