

Adding a new event to the UUCOV calendar.

To add an event to our calendar, please email office@uucov.org.

PLEASE NOTE: To avoid confusion, only ONE person from your Team/Committee/Group should be designated to communicate with the office.

Information needed:

1. Name of the Event
2. Start and End Time
3. Location (Sanctuary, Library, etc.)
4. Brief description of event: What is it? Who is it open to? If registration is required.
5. Contact person: Name and email and or phone number of contact person.
6. If appropriate, a graphic or flyer, and a website.

The Campus Manager will get back to you to confirm that there are no conflicts and that your event can be added to the calendar. If you do not receive confirmation within 3 days, please call the office (941-485-2105) to ensure your email was received and contains all the needed information.