

week of welcome **WOW**

— FALL 2014 — **EVENT SUBMISSION PROCESS**

Eligible dates for hosting your WOW event are **Sunday, August 24** through **Saturday, August 30**. Please review this information and take the necessary steps to ensure your event gets published in the WOW brochure!

KEY ITEMS TO NOTE:

- All events must complete steps 1 and 2 to move forward to step 3. ALL three steps are needed to be considered for the WOW brochure.
- Events should be final submissions, with no changes or edits after being submitted to New Student Connections for the WOW brochure
- New Student Connections reserves the right to only include events, as well as edit event content, in the WOW brochure that meet the mission of WOW.
- Reserve your space early to allow enough time to complete the event review process by the **Friday, June 20th** deadline. Space is limited.



QUESTIONS? EMAIL KeriRiegler@usf.edu

1

RESERVE YOUR WOW EVENT LOCATION SPACE, STARTING MONDAY, MAY 19*.

Please follow the individual location's event space request process, and indicate it is a WOW event. *To reserve space in the MSC, please visit their website.

2

COMPLETE THE EVENT REVIEW PROCESS, BY FRIDAY, JUNE 20 @ 5:00 PM

To be considered for publication in the WOW brochure, events must complete the Event Review process (if required by their space reservation), no later than **June 20th**.

3

SUBMIT YOUR EVENT ONLINE TO THE WOW BROCHURE:

www.newstudent.usf.edu

Must complete the Event Review Process before submitting event online. Submission for the WOW brochure will begin at **9am** on **Friday, June 27th** and end **Monday, July 7th** at **5pm**.