



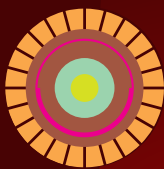
got

an event?

[cia.edu/npic](http://cia.edu/npic)

got a minute?  
marketing





**If you've got an event,  
and you've got a minute,  
you've got all you need to get your  
successful event underway at  
The Cleveland Institute of Art.**

A new exhibit opening. A visiting artist in town. A special film series. Any affair that's open to the public counts as an event and requires the use of this new process.

Here's how:

As soon as you know the basic info for your event—when it is, what it is—simply visit [www.cia.edu/marketing](http://www.cia.edu/marketing). There you'll find a short **Events Submission on-line form**, which will take just a minute to complete. Then click **submit**. You're instantly notifying the necessary departments, all at the same time.

The Web Department will know, so you can talk about calendar postings and other opportunities.

Marketing and Communications will know, so you can start talking about publicity, marketing materials and getting the word out, inside and out of CIA.

**One click notifies everyone. Don't wait another minute to start using this easy system.**

**[www.cia.edu/marketing](http://www.cia.edu/marketing)**

got an event? got a minute?  
www.cia.edu/marketing  
got a minute?  
got an event?  
cia.edu/marketing



## Events Submission Form

By submitting this form, both the Marketing/Communications and the Web Development departments will be notified of your event. It will be posted to the general calendar and a member of the Communications staff will contact you to discuss promotional efforts.

Name *	<input type="text"/>
Phone Number*	<input type="text"/>
Email Address*	<input type="text"/>
Event Name *	<input type="text"/>
Event Date *	<input type="text"/>

Describe the Event\*

Open to the public?

- Yes  
 No

Post to the CIA website calendar?

- Yes  
 No

Do you need Marketing assistance in promoting your event?

- Yes  
 No

Any thing else that Marketing and Communications or Web Development needs to know about your event?

Submit