

Mailing Lists (Alumni Events)

Contact: Jill De Young (Dean's Suite)

Phone: (319) 335-9028

Email: jill-deyoung@uiowa.edu

If you wish to invite Alumni in your event Jill can assist you with contacting them. Please provide her with the following information. Keep in mind that you must provide 8 weeks notice to pull any alumni lists you need.

Event Information

Group Name: _____

Contact Name: _____

Contact Phone and/or Email: _____

Date & Location of Event: _____

Alumni Group Information

Do you wish to pull a particular graduating class? Yes No

If yes, what year? _____

If no, what criteria are you looking for: (please be as descriptive as possible) _____

Once the list is created, you must provide a template of the letter or email you wish to be sent. Jill will send the correspondence on your behalf. For confidentiality purposes Alumni lists are not provided to any event organizer.

Publicity and Online Calendar

What forms of publicity do you feel are appropriate for your event?

Press Release:	Yes	No	Notice in the Docket:	Yes	No
E-Newsletter:	Yes	No	Headline on Home Page:	Yes	No
Online Calendar:	Yes	No	Other (please explain):	_____	

NOTE: that if you wish for your event to be publicized you must provide the information to Jill no later than 6 weeks before your event.

Photographs

The Law External Relations dept asks that you take photos during your event. These photos are sometimes used in Law School publications. If you do not have a camera that you can use, Jill is able to loan one to your group. After the event, pictures can be emailed to Jill or burned to a CD and mailed to: **University of Iowa College of Law**

ATTN: Jill De Young
297 Boyd Law Building
Iowa City, IA 52242