# Forms

Registration Form 2025-2026

RSO Solicitation Request Form

Daily Digest submission

A-State Campus Calendar

## Daily Digest Submissions for Student Events

### Each organization submission must include the following details:

- Event title (actual title, not a shortened or “working” title)
- Event date
- Event time
- Event location
- Name of event contact person or department (plus their email address and/or phone number)

### Campus Calendar

All events submitted to the Daily Digest must also be entered in the **Campus Calendar Submit Event** system. DO NOT SKIP THIS STEP!

### Posting Limitations

You may post three (3) times regarding an event or news item. You choose the dates. They should be for:

- **Announcement** – letting campus know of an upcoming item
- **Reminder** – alerting the campus of an event or deadline
- **Deadline** – a final reminder related to the event

If you need to post more than three times, contact University Marketing & Communications at marketing@astate.edu with information supporting your reason for additional postings.

### Deadline

The deadline for submission is **1:00pm** on the business day before the first posting date.

### Image Use

DO NOT include images in your announcements. This is an ADA (American with Disabilities Act) violation because text and other information contained in the image will not be accessible to users.

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