**Event Recap Template: University of Bridgeport**

When promoting and recapping events, UB’s Marketing and Communications team asks that you provide specific details — we want to highlight everything that makes this event unique and meaningful to our students, faculty, staff, and community.

In any request related to an upcoming or recent\* event, please use the following prompts as a checklist. That way, we can be as thorough and accurate as possible.

* When is/was the event?
* Where will/did the event occur?
* What is/was the purpose of this event?
* Who is/was involved in planning this event?
* Who is/was involved? Attendees and participants.
* University of Bridgeport’s mission promotes academic excellence, personal responsibility, and commitment to service. How does/did this event highlight, contribute to, or align with our mission?

If you have photos or short videos from the event, or promotional materials, please attach them to your request.

If you are able to collect quotes from event planners, participants, and/or attendees, please include them in a word document attachment with the individual(s)’ name, class year, title, etc. Include photos of the individual(s) if possible.

*\*For recaps of recent events, we ask that you send a project request no later than two weeks after the event.*