

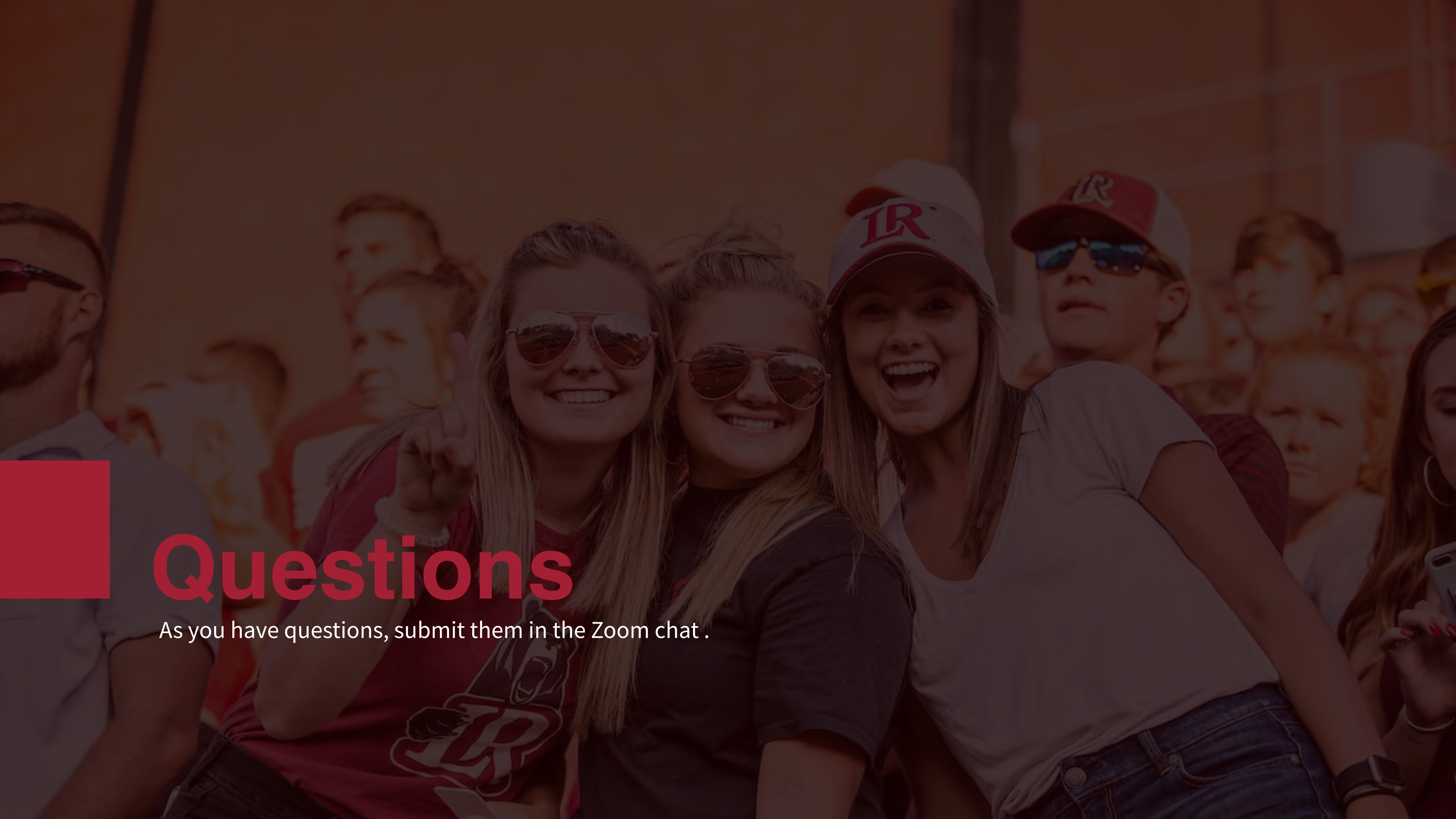


# University Calendar

## Event Marketing & Promotion

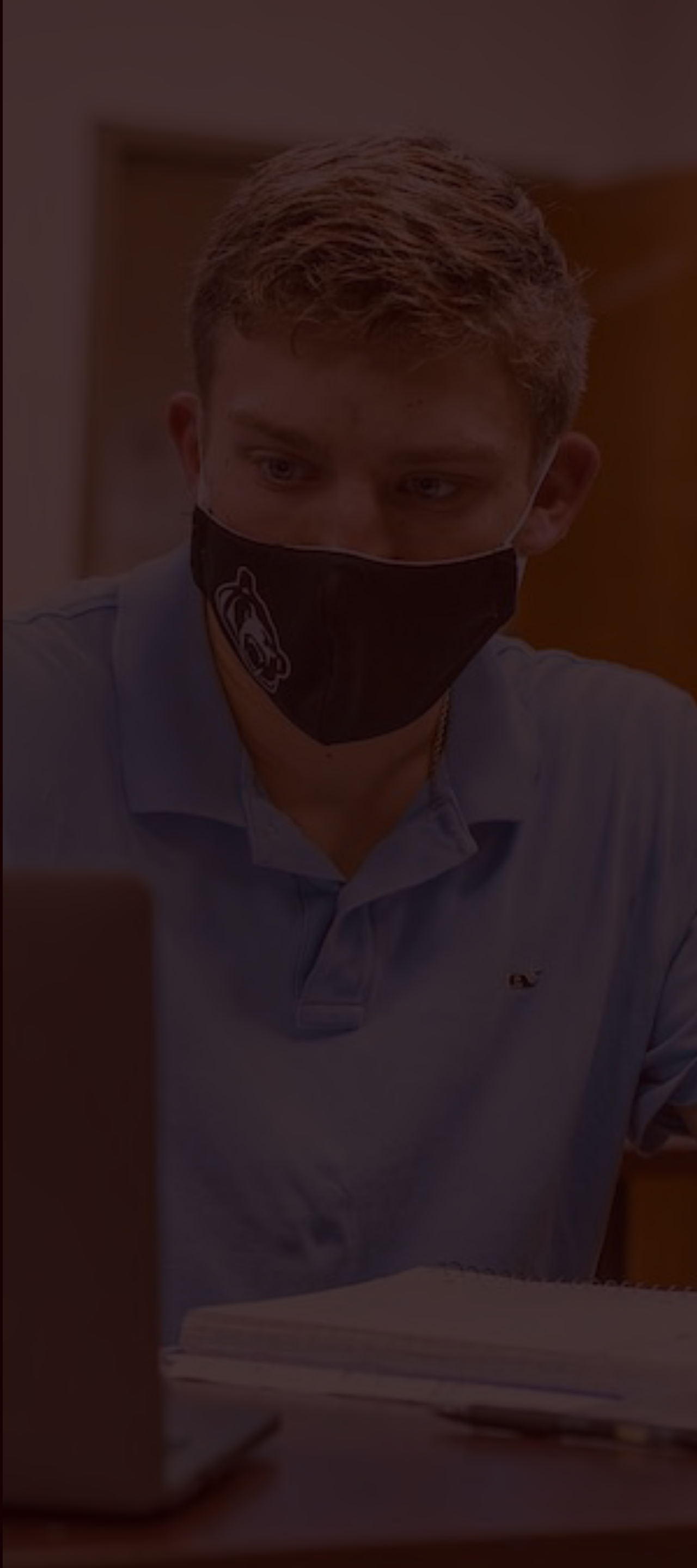
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**Tech Talk - February 18-19, 2021**



# Questions

As you have questions, submit them in the Zoom chat .



# Where to Start

Come up with a plan

# Planning Your Event

- What is the **goal of your event**?
- Who is the **target audience**?
- What **message** do you want the audience to receive?
- Should the group be **small or larger**? Who must be **invited**?
- Is the event **RSVP or ticketed**? What is the **format**?
- Will the event **conflict** with or be held in conjunction with other campus events?
- What is the **budget**?

See also [www.lr.edu/event-marketing-101](http://www.lr.edu/event-marketing-101)





# TIMELINE & CHECKLIST

Develop an event marketing plan, stick to it, involve others, promote events early and often and use all promotional tools available to you.



# Getting Started

Event goal, target audience, message, event size, format, look for conflicting events, budget.

# Reserve Event Space

Every in-person event starts with a required EMS Room Reservation.

# 1

# 2

# 3

# Timeline & Checklist

Attack your checklist to stay on target with event marketing and publicity timeframes.



# University Calendar

Minimum 10 business days in advance of event, but months or weeks in advance for bigger events.

## Promote Early & Often

Posters, flyers, postcards, emails, digital displays, social media and word of mouth.

4

5

6

# Community Calendars

Leverage external media calendars, like-minded organizations, people on and off campus to help promote your event. Start a minimum of four weeks out for your event.

## FOUR TO SIX+ MONTHS

4-6

- Determine the purpose, format and target audience.
- Create an estimated budget and get approval.
- Select and reserve space; add event to university calendar.
- Begin planning promotion and publicity for internal and external audiences.

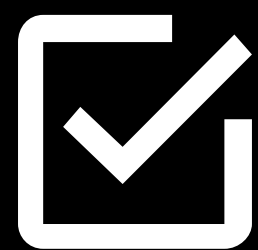
## TWO TO THREE MONTHS

2-3

- Submit project requests for postcards, flyers, invitations, posters, awards, citations, signage.
- Contact program participants.
- Request lecture title/topic.
- Request or gather speakers biographical info.
- Request a hi-res photo of speaker for publicity.



## FOUR WEEKS



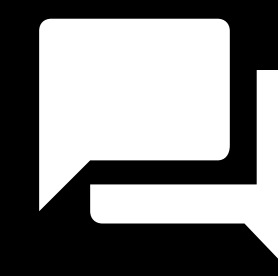
- Confirm that lecture title, synopsis, biographical information and high-resolution art and/or speaker headshot have been provided for design and marketing purposes.
- Update university calendar listing with any additional details that may have changed.
- Finalize and implement event marketing and promotional plan.

## TWO WEEKS



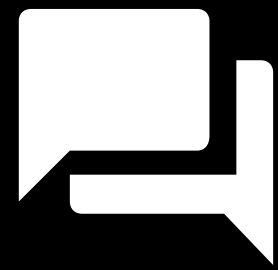
- Continue publicity.
- Evaluate and maintain current marketing or implement new ideas if interest is low.
- Confirm others are assisting with promotion of your event and doing their part.

## ONE WEEK



- Continue publicity.
- Pick up email, word of mouth and social media marketing.

# DAYS BEFORE THE BIG DAY



- Continue to generate word of mouth.
- Final preparations for anything needed at the event.



- Arrive early. Set up a registration table or areas to gather contact information and/or survey attendees.
- If you need to cancel, postpone or reschedule your event, update the university calendar noting the event is canceled and talk with facilities staff about placing cancellation signs on building entrance(s) and room door(s).

See also [www.lr.edu/event-planning-timeline-and-checklist](http://www.lr.edu/event-planning-timeline-and-checklist)

# AFTER EVENT



- Send thank you notes/emails to program participants/speakers and those who assisted in promoting the event.
- Schedule a debrief meeting with event organizers to discuss success or ways to improve in the future. Take and record notes, share discussion and findings with all those involved and future event organizers.



# Reserving Space

Finding and reserving space for your event is an important first step.

# Room Reservations

- Every event starts with a room reservation through LR's Event Management System (EMS).
- If you need assistance scheduling your event or have questions, contact the Conferences and Events at [conferences.events@lr.edu](mailto:conferences.events@lr.edu).
- When scheduling your event, check if other large events are scheduled so you can avoid scheduling a competing event on the same date.
- EMS is being enhanced, will move to cloud hosting and be re-implemented to include spaces at all three LR locations.



# EMS Room Request



ems Lenoir-Rhyne University Conferences and Events

HOME | SITE HOME | MY HOME

CREATE A REQUEST

BROWSE

EVENTS

LINKS

LRU Home Page

Technical Rider

Campus Venue Contacts

Sign In

Welcome, Guest

User Id \*

tnetworkid

Password \*

Sign In

[www.lr.edu/ems](http://www.lr.edu/ems)

ems Room Request

Reservation Request

1 Rooms | 2 Services | 3 Reservation Details

New Booking for Tue Mar 9, 2021

Date & Time

Date: Tue 03/09/2021

Start Time: 8:00 AM

End Time: 9:00 AM

Create booking in this time zone: Eastern Time

Locations: (all)

Room Types: (all)

Features: (none)

Number of People: 120

Selected Rooms

Your selected rooms will appear here.

Room Search Results

Room Name	Capacity	10	11	12 PM	1	2	3	4	5
Cromer Center (ET)	300								
Cromer Center Lo...	300								
Cromer Terrace	200								
Dining Hall	425								
Grace Chapel (FT)	300								
Grace Chapel Lawn	300								
Grace Chapel Plaza	300								
John Hall (FT)	300								
Lohr Hall Back Yard	200								

# EMS Room Request

☰ ☀ **ems** Room Request 🔔 Minor, Doug

✕ Reservation Request 🛒 My Cart (0) [Create Reservation](#)

**1 Rooms**   2 Services   3 Reservation Details

**New Booking for Wed Mar 17, 2021** [Next Step](#)

**Date & Time**

Date:  [📅](#) [Recurrence](#)

Start Time:  [🕒](#)   End Time:  [🕒](#)

Create booking in this time zone:  [⌵](#)

Locations:  [Add/Remove](#) [Search](#)

[Let Me Search For A Room](#)

Room Types:  [Add/Remove](#)

Features:  [Add/Remove](#)

Number of People:  [Search](#)

[I Know What Room I Want](#)

**Selected Rooms**

Your selected Rooms will appear here.

**Room Search Results**

[LIST](#)   [SCHEDULE](#)

[Search](#)

	7 AM	8	9	10	11	12 PM	1	2	3	4	5
<b>Rooms You Can Reserve</b>											
Asheville Campus (ET) Cap											
+ Boardroom AVL 110											
<b>Rooms You Can Request</b>											
Belk Centrum (ET) Cap											
+ Belk Centrum Lawn 100											
+ Belk Centrum Lobby 100											
Cornerstone Student S... Cap											
+ Cornerstone Stud... 100											
Cromer Center (ET) Cap											
+ Cromer Center Lib... 300											
+ Cromer Terrace 200											

# EMS Room Request

The screenshot displays the EMS Room Request web application. The interface includes a navigation bar with the EMS logo and the user's name 'Minor, Doug'. The main content area is titled 'Room Request' and shows a 'Reservation Request' section with a 'Create Reservation' button. Below this, there are three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. The 'Rooms' tab is active, showing a 'New Booking for Wed Mar 17, 2021' section with a 'Next Step' button. The 'Date & Time' section includes fields for Date (Wed 03/17/2021), Start Time (3:00 PM), and End Time (4:00 PM). The 'Locations' section shows '(all)'. The 'Room Search Results' section is divided into 'LIST' and 'SCHEDULE' tabs, with 'SCHEDULE' selected. A red arrow points to the 'Locke Pavilion' room in the 'Selected Rooms' section. Below this, there are two sections: 'Rooms You Can Reserve' and 'Rooms You Can Request', each with a table of room options and their availability for the selected date and time.

**Selected Rooms** Attendance & Setup Type

- Locke Pavilion

**Room Search Results**

LIST SCHEDULE

Find A Room Search

**Rooms You Can Reserve**

Room Name	Cap	7 AM	8	9	10	11	12 PM	1	2
Asheville Campus (ET)	Cap								
Boardroom AVL	110								

**Rooms You Can Request**

Room Name	Cap	7 AM	8	9	10	11	12 PM	1	2
Belk Centrum (ET)	Cap								
Belk Centrum Lawn	100								
Belk Centrum Lobby	100								
Cornerstone Student S...	Cap								
Cornerstone Stud...	100								
Cromer Center (ET)	Cap								
Cromer Center Lo...	300								



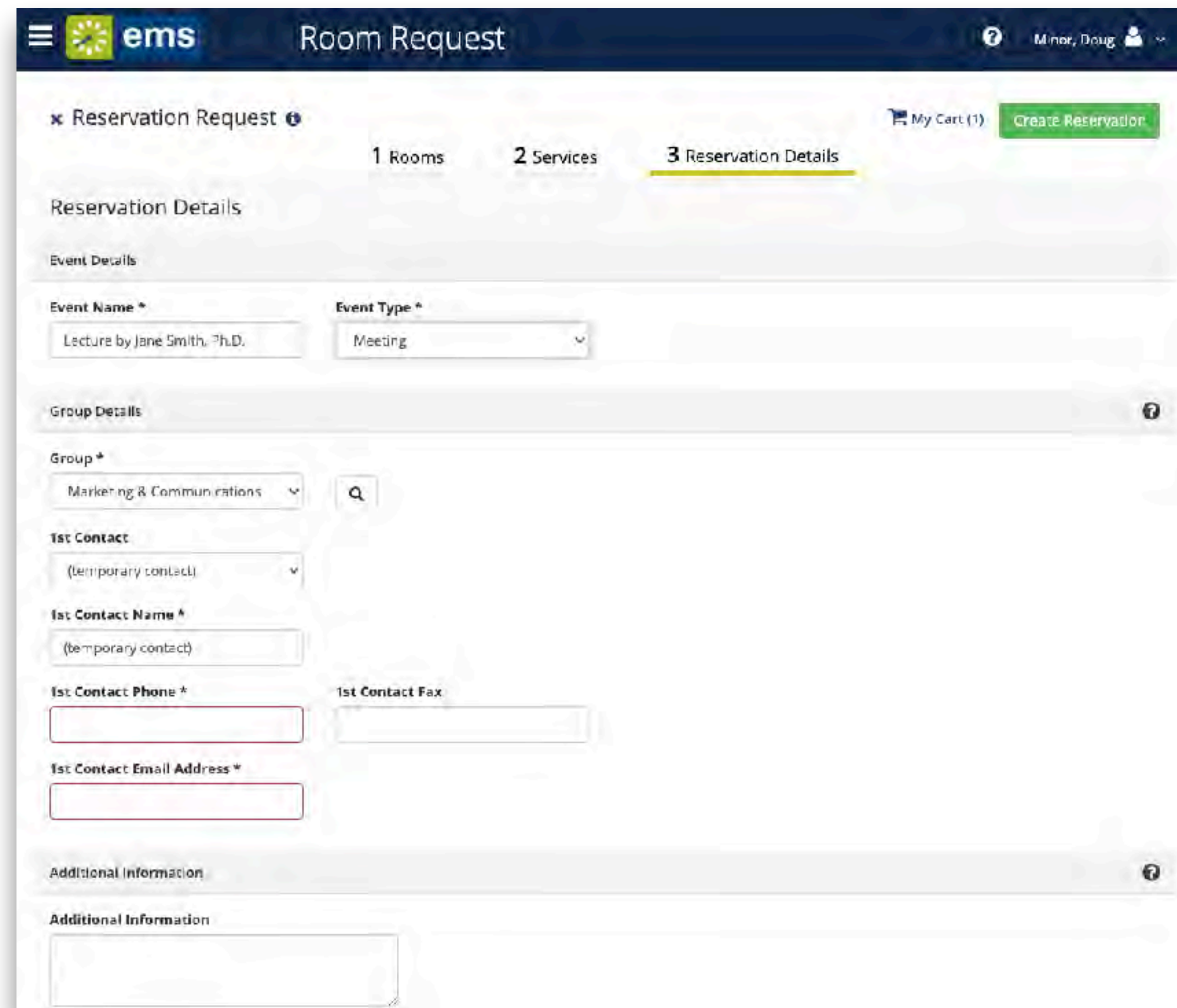
# EMS Room Request

The screenshot shows the 'ems Room Request' web application. At the top, there's a navigation bar with the 'ems' logo, the title 'Room Request', and a user profile for 'Minor, Doug'. Below the navigation bar, there are three tabs: '1 Rooms', '2 Services', and '3 Reservation Details'. The '2 Services' tab is active. A 'My Cart (1)' icon and a 'Create Reservation' button are visible. The main content area is titled 'Services For Your Reservation' and includes a 'Next Step' button. There are two main sections: 'Additional Personnel' and 'AV Equipment'. Each section has a table with columns for 'Start Time', 'End Time', and 'Service Type'. The 'Additional Personnel' section has a 'Personnel' dropdown. The 'AV Equipment' section has an 'Equipment Like' dropdown. A 'Services Summary' section is also present.

This detailed view shows the 'Catering' and 'Inventory' sections of the form. The 'Catering' section has a table with columns for 'Start Time', 'End Time', 'Service Type', and 'Estimated Count'. The 'Service Type' dropdown is set to 'Break - Catered' with an estimated count of 100. Below this is an 'Aramark' dropdown menu. The 'Inventory' section has a table with columns for 'Start Time', 'End Time', and 'Service Type'. The 'Service Type' dropdown is set to 'Equipment Use'. Below this are several dropdown menus for 'Chairs', 'Miscellaneous', 'Tables', and 'Setup Notes'.



# EMS Room Request




The screenshot displays the EMS Room Request web application interface. The header includes the EMS logo, the title "Room Request", and a user profile for "Minor, Doug". The main content area is titled "Reservation Request" and features a progress indicator with three steps: "1 Rooms", "2 Services", and "3 Reservation Details" (the current step). A "My Cart (1)" icon and a "Create Reservation" button are visible in the top right. The form is organized into sections: "Event Details" with fields for "Event Name" (containing "Lecture by Jane Smith, Ph.D.") and "Event Type" (set to "Meeting"); "Group Details" with a "Group" dropdown (selected "Marketing & Communications") and a search icon; "1st Contact" information including "1st Contact" (set to "(temporary contact)"), "1st Contact Name" (set to "(temporary contact)"), "1st Contact Phone", "1st Contact Fax", and "1st Contact Email Address"; and "Additional Information" sections at the bottom.

# EMS Room Request Confirmation

**LENOIR-RHYNE  
UNIVERSITY**

Conferences & Events  
P.O. Box 7545  
Hickory, NC 28603  
828-328-7254 / 828-328-7400 (Fax)

Confirmation 

<p><b>Group</b></p> <p>Jessica Stewart Conferences and Events P.O. Box 7545 Hickory, NC 28603</p>	<p><b>Reservation:</b> 12374</p>												
<p>Event Name: Conferences &amp; Events Meeting Status: Confirmed Phone: 828-328-7254 Fax: 828-328-7400 Event Type: Meeting Billing Reference: 3006 Event Coordinator: Jessica Stewart 2nd Contact: Scott Woodard Phone: 828-328-7234</p>	<table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"></th> <th style="text-align: left; border-bottom: 1px solid black;">Quantity</th> <th style="text-align: left; border-bottom: 1px solid black;">Price</th> <th style="text-align: left; border-bottom: 1px solid black;">Amount</th> </tr> </thead> <tbody> <tr> <td colspan="4"><i>The facility is available and has been reserved the date and time requested.</i></td> </tr> <tr> <td colspan="4"><i>Let me know if you have any questions or I can be of further assistance.</i></td> </tr> </tbody> </table>		Quantity	Price	Amount	<i>The facility is available and has been reserved the date and time requested.</i>				<i>Let me know if you have any questions or I can be of further assistance.</i>			
	Quantity	Price	Amount										
<i>The facility is available and has been reserved the date and time requested.</i>													
<i>Let me know if you have any questions or I can be of further assistance.</i>													

**Bookings / Details**

Thursday, February 11, 2021  
**1:00 PM - 2:00 PM Conferences & Events Meeting (Confirmed) Fireside Room**  
 Reserved: 12:30 PM - 2:30 PM  
 Board Style for 3



# University Calendar

Adding your event to the calendar gets it on the website, provides you a promotional link, makes it findable by search engines and confirms inclusion in the weekly Lenoir-Rhyne Events Digest.

# Calendar Policy & Guidelines

- Use calendar submission form
- Be an approved Lenoir-Rhyne entity
- Have an approved room reservation - *if an in-person event*
- Provide complete event information - *date, time, title and description*
- Be an appropriate event - *general interest events, no small group meetings*
- Meet calendar submission guidelines - *submit 10 business days in advance, allow two business days for approval*
- Submission approval - *by Marketing and Communications staff*

See also [www.lr.edu/calendar-policy-and-guidelines](http://www.lr.edu/calendar-policy-and-guidelines)



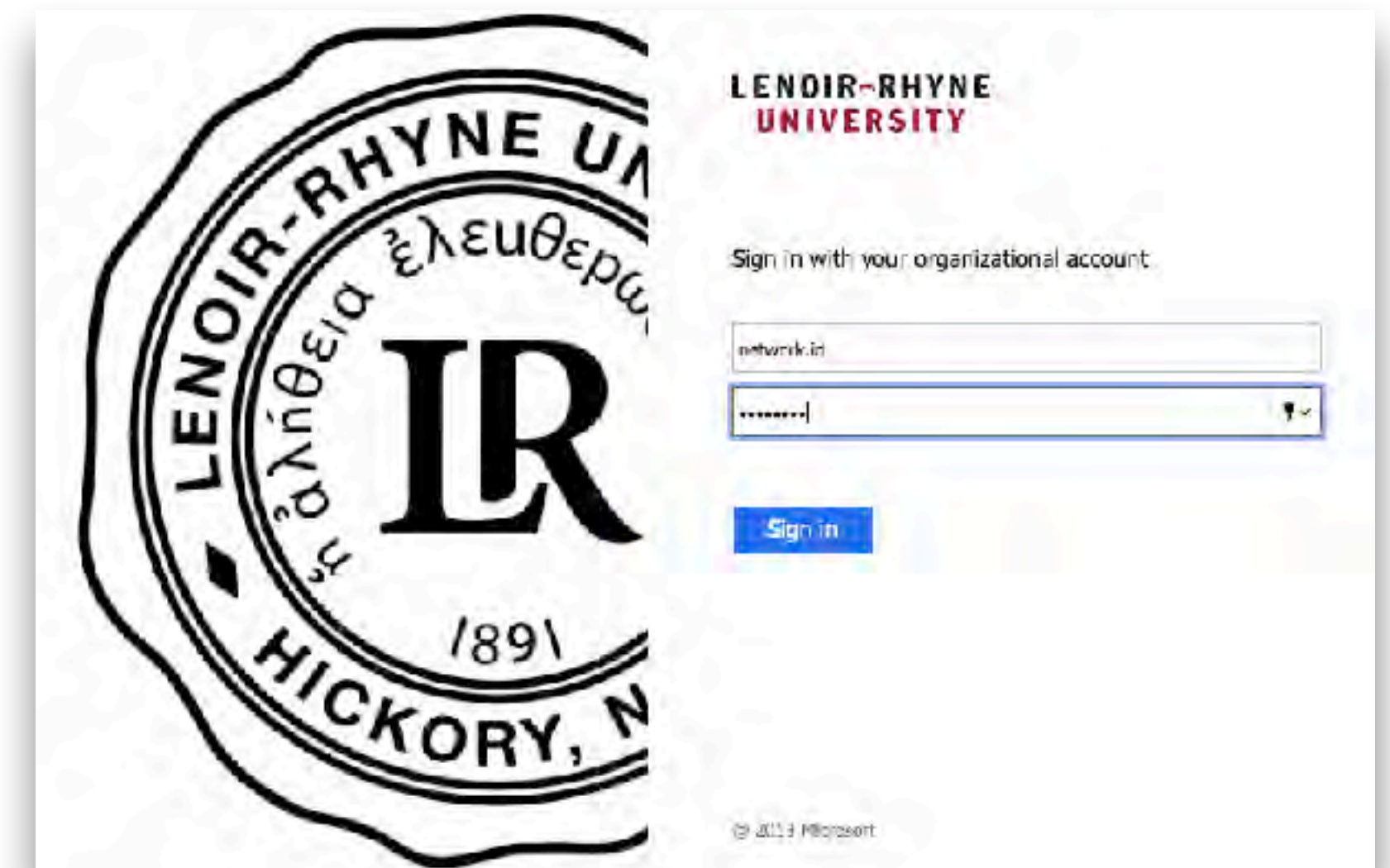
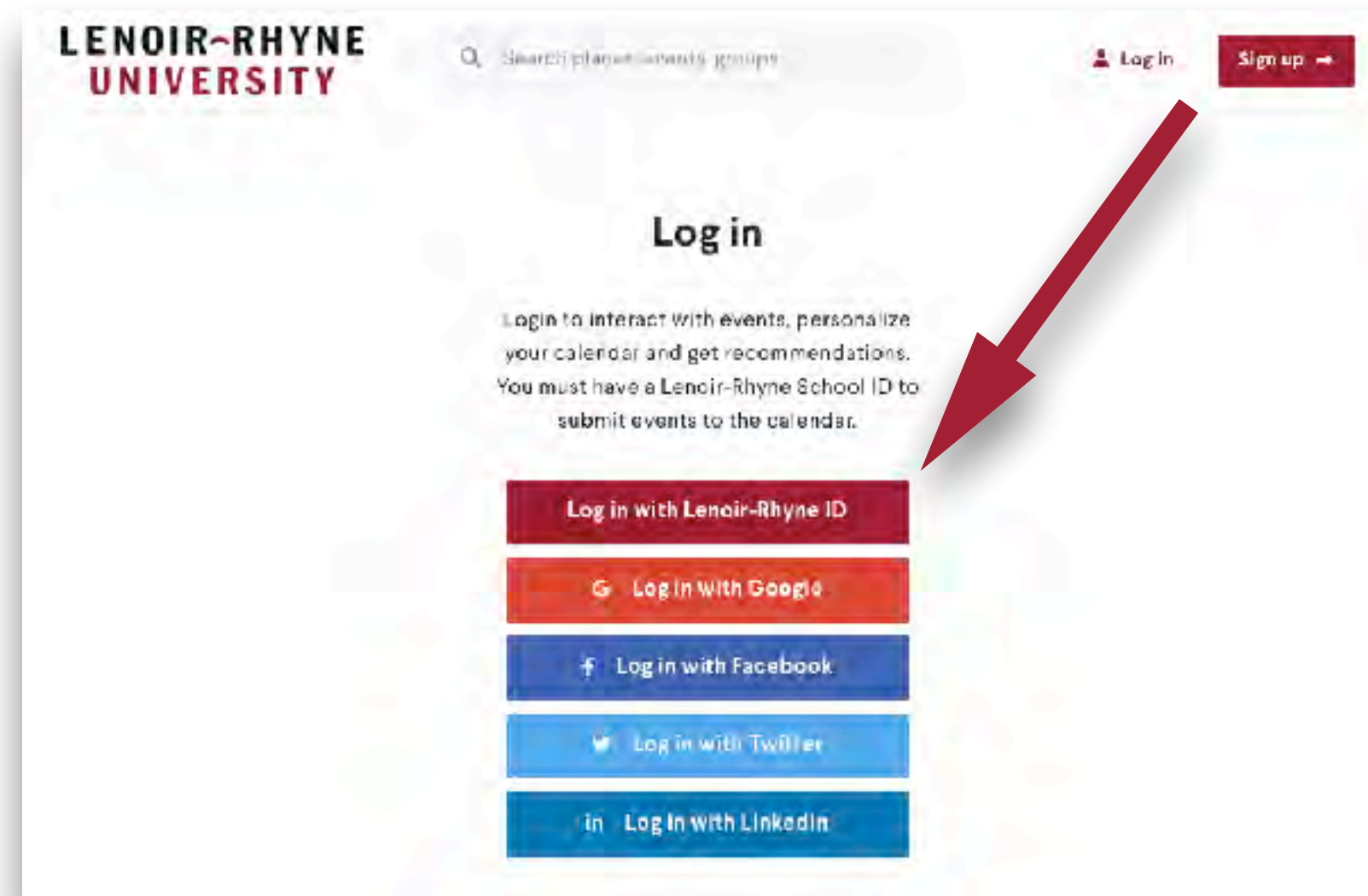
# Best Practices for Format & Style

- Event title
- Event description
- Event title and description examples (see website)
- Event images - *permitted images contain no text, no clip art, are high in quality and aren't copyrighted*
- Documents and attachments - *must not include same info as in the calendar listing; must be remediated for accessibility*

See also [www.lr.edu/calendar-best-practices](http://www.lr.edu/calendar-best-practices)



# Calendar Sign Up & Login



# Submit an Event



**LENOIR-RHYNE UNIVERSITY** Search places, events, groups [Submit an event](#)

Lenoir-Rhyme University > Doug Minor's Dashboard > Add an event

### Submit an Event to the Calendar

**Main Info**

Event Name REQUIRED

**DESCRIPTION REQUIRED**

**Status**  
Live

**Schedule**

Start Date REQUIRED Start Time

End Time Repeating  
Never

**Summary**  
Enter a start date above

[Add Above to Schedule](#)

**Location**

Experience  
In-Person

Place

Room

Address

**Additional Details**

Hashtag ? Event Website

Reserve Space Through EMS? REQUIRED ?

You need Reserve Space Through EMS.

EMS Room Reservation ID ?

**Photo**

Drop here or Upload Choose from Photo Library

**Filters**

Event Type Department

Group

**Ticketing**

Ticket Cost ? Ticket Link

Cancel [Submit Event](#)



# Calendar Listing

**LENOIR-RHYNE UNIVERSITY** Search places, events, groups Submit an event

**University Calendar**

Events Filter Calendar Resources

Upcoming Trending

**NEW RELIGIOUS & SPIRITUAL LIFE**

**Weekly Chapel Service**  
Wed, Feb 17, 2021 10:00am  
Virtual Event  
Free

**NEW STUDENT LIFE**

**Jazz Music Festival**  
Wed, Feb 17, 2021 12:00pm to 4:00pm  
Shaw Plaza  
Free

**NEW CAREERS & INTERNSHIPS**

**2021 Summer Camp and Career Fair**  
Wed, Feb 24, 2021 2:00pm to 4:00pm  
Virtual Event  
Free

**LENOIR-RHYNE UNIVERSITY** Search places, events, groups Submit an event

Lenoir-Rhyne University > Wednesday, February 17 > Jazz Music Festival

**Jazz Music Festival**  
By Black Student Alliance, Campus Activities Board

Wednesday, February 17, 2021 12:00pm to 4:00pm

I'm interested

**ABOUT THIS EVENT**

Shaw Plaza View map Free Event Add to calendar

625 7th Ave NE Hickory, NC 28601

Join us on Shaw Plaza for lunch and enjoy some jazz music, games and giveaways.


**EVENT DETAILS**

<b>EVENT TYPE</b> STUDENT LIFE	<b>COST</b> Free	<b>GROUP</b> Black Student Alliance, Campus Activities Board
<b>DEPARTMENT</b> Student Engagement	<b>RESERVE SPACE THROUGH EMS?</b> yes	<b>BMS ROOM RESERVATION ID</b> 12344






# Places, Departments & Groups

**LENOIR-RHYNE UNIVERSITY** Search places, events, groups  Submit an event →

Lenoir-Rhyne University > Places to Go


**Places to Go** Filter

**HICKORY CAMPUS RESIDENCE LIFE**




**4th Street Apartments**  
625 7th Ave NE, Hickory, NC 28601  
Co-ed by apartment, this living unit features an apartment style with two...

**HICKORY CAMPUS ACADEMIC**




**Alex and Lee George Hall**  
625 7th Ave NE, Hickory, NC 28601  
Alex and Lee George Hall is a \$15 million facility that houses our College of...

**COLUMBIA CENTER LTSS CAMPUS STUDENT LIFE**




**Alumni Hall**  
4201 North Main Street, Columbia, SC...  
Located in Baum Hall, Alumni Hall regularly hosts campus meetings,...


**LENOIR-RHYNE UNIVERSITY** Search places, events, groups  Submit an event →

Lenoir-Rhyne University > Departments


**Departments** Filter




**Academic Affairs**  
Academic Affairs oversees and establishes the overall direction and...




**Admission - Seminary**  
Lutheran Theological Southern Seminary prepares students to excel in a variety...




**Admission - The Graduate School**  
The Graduate School offers more than 33 master degree programs, flexible...




**Admission - Undergraduate**  
No matter your ambitions, dreams or goals for the future, you'll find your new...




**Advancement**  
The Office of Institutional Advancement helps lead financial support for LR to...




**Alumni Engagement**  
The Office of Alumni Engagement aims to connect LR alumni with the universi...



**Asheville Center for Graduate Studies**  
Launched in 2012, the Center for Graduate Studies of Asheville offers s...



**Athletics**  
The Athletics Department oversees all of Lenoir-Rhyne's championship sports...



**Bookstore**  
Shop Lenoir-Rhyne University Bookstore apparel, textbooks, merchandise and...



# Places, Departments & Groups

**LENOIR-RHYNE UNIVERSITY** Search places, events, groups Submit an event

Lenoir-Rhyme University > Directory > Cromer Center

### Cromer Center

The Cromer Center serves as the student union and includes the campus dining hall, bookstore, post office, Joe's Coffee Shop, which serves Starbucks coffee, and our new-look Check-In@Cromer Center kiosk.

[Follow place](#)

**ABOUT THIS PLACE**

**Cromer Center** [View map](#)

625 7th Ave SE Hickory, NC 28602

[Phone: \(704\) 738-1234](#)

The Cromer Center serves as the student union and includes the campus dining hall, bookstore, post office, Joe's Coffee Shop which serves Starbucks coffee, and our new-look Check-In@Cromer Center kiosk. The Cromer Center also contains our welcome center, a 24-hour computer lab, the Office of Student Life and the campus security office. Directly outside of the Cromer Center is Blaw Plaza, which serves as a gathering place for students and hosts many student activities.

**PLACE DETAILS**

**TYPE**

**PHYSICAL CAMPUS** **ADMINISTRATIVE**

**OFFICE**

0 People follow this place [Follow Place](#)

**Upcoming Events (1)**

**CAB Casino Night**

Tue, Mar 2, 2021 7:00pm to 10:00pm

[Cromer Center Lobby](#)

Free

**LENOIR-RHYNE UNIVERSITY** Search places, events, groups Submit an event

Lenoir-Rhyme University > Departments > Student Engagement

### Student Engagement

The Office of Student Engagement organizes activities surrounding welcome week, homecoming, family week and more as well as overseeing student organizations.

[Follow Department](#)

**ABOUT THIS DEPARTMENT**

**Student Engagement**

The Office of Student Engagement organizes activities surrounding welcome week, homecoming, family week and more as well as overseeing student organizations.

**DETAILS**

0 People follow this department [Follow Department](#)

**Upcoming Events (2)**

**Jazz Music Festival**

Mon, Feb 17, 2021 10:00am to 4:00pm

[More Info](#)

Free



# Event Filters & Search

The collage illustrates the user interface for event filters and search on the Lenoir-Rhyne University website. It includes the following elements:

- Calendar Resources:** A top navigation bar with a "Filter" button and a "Calendar Resources" link.
- Filter Results:** A sidebar menu with sections for "Filter results", "SORT BY" (Date), "WHEN" (February 15, 2021 - March 16, 2021), "EXPERIENCE" (All Experiences), and "EVENT TYPES" (Athletics (127), Meetings & Conferences (16), Religious & Spiritual Life (4), Student Life (3), Careers & Internships (2), Arts & Culture (1), Academic (0)).
- Event Listings:** Cards for "Jazz Music Festival" (Wed, Feb 17, 2021 12:00pm to 4:00pm) and "2021 Summer Career Fair" (Wed, Feb 24, 2021 2:00pm to 4:00pm).
- Search Results:** A search bar with the query "Visiting Writers Series" and a dropdown menu listing "Places", "Events", "Groups", and "Departments".
- Other Calendars:** A list of additional calendars including "Admission (Seminary)", "Admission (The Graduate School)", "Admission (Undergraduate Admission)", "Athletics Calendar", "Calendar Homepage", "Columbia Center & LTSS Events", and "Hickory Campus Events".
- Communities:** A list of communities including "All Communities", "Asheville Center for Graduate Studies", "Columbia/LTSS", and "Hickory".



# Registration & Tickets

**LENOIR-RHYNE UNIVERSITY** Search places, events, groups Submit an event →

Lenoir-Rhyme University > Thursday, March 18 > Visiting Writers Series: Colm Tóibín and Patrick Radden Keefe

**Visiting Writers Series: Colm Tóibín and Patrick Radden...**

Thursday, March 18, 2021 7:00pm +1 dates

[Change Dates](#) [Register →](#)

**ABOUT THIS EVENT**

Virtual Event | Free Event [Add to calendar](#)

**Award-winning Irish authors present at Lenoir-Rhyme**

During the spring semester, Colm Tóibín and Patrick Radden Keefe will present in conjunction with the Southern Regional Chapter of the American Conference for Irish Studies.

**EVENT REGISTRATION** Close

**Your registration is confirmed!**

You will be receiving an email confirmation with your ticket attached.

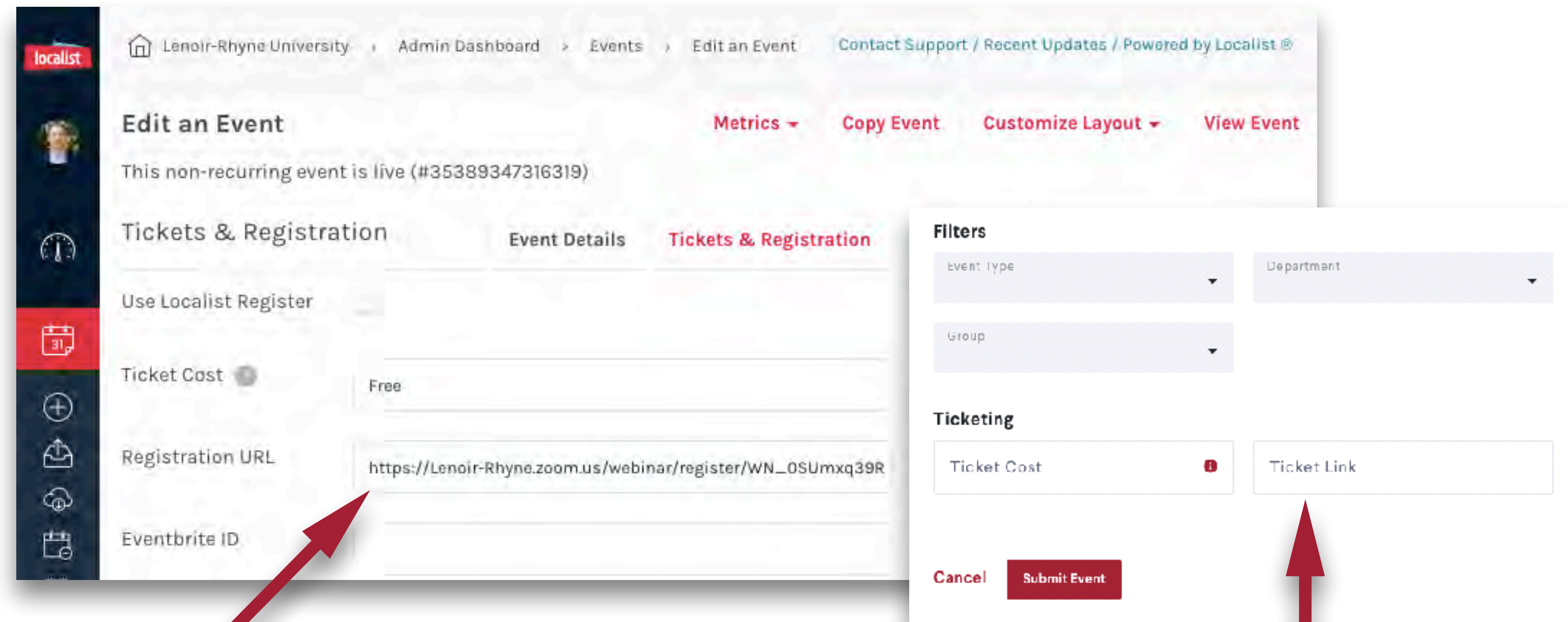
If you have any questions about your registration, reply directly to the confirmation email, or contact the organizer separately and reference order 51538169584.

**SHARE YOUR PLANS**

[Twitter](#) [Facebook](#)

[Need more tickets?](#)

# Registration & Tickets



localist Lenoir-Rhyme University Admin Dashboard Events Edit an Event Contact Support / Recent Updates / Powered by Localist ®

**Edit an Event** Metrics Copy Event Customize Layout View Event

This non-recurring event is live (#35389347316319)

**Tickets & Registration** Event Details Tickets & Registration

Use Localist Register

Ticket Cost Free

Registration URL [https://Lenoir-Rhyme.zoom.us/webinar/register/WN\\_OSUmXq39R](https://Lenoir-Rhyme.zoom.us/webinar/register/WN_OSUmXq39R)

Eventbrite ID

**Filters**

Event Type Department

Group

**Ticketing**

Ticket Cost Ticket Link

Cancel Submit Event

*Link to a Zoom webinar registration page.*

# Registration & Tickets



lenoir-rhyne-university.com Admin Dashboard > Events > Edit an Event > Contact Support / Report Updates / Powered by Localist

## Edit an Event

This non-recurring event is live (#35389563088122)

Metrics + Copy Event View Confirmed Tickets Customize Layout + View Event

Tickets & Registration Event Details Tickets & Registration

Use Localist Register

Tickets [Add Ticket Type](#) [Add Ticket](#)

NAME	STATUS	T SOLD	PRICE
Event Registration Ticket	Active	0/1000	\$0.00

Promo Codes [Add Promo Code](#)

CODE	# USES
<a href="#">Create your first promo code</a>	

Attendee Questions [Add Attendee Question](#)

[Create your first question](#)

Event Registration Settings

Event Capacity

Reset Quantities Per Instance

lenoir-rhyne-university.com Admin Dashboard > Visiting Writers Series: Colm Tóibín and Patrick Radden Keefe > Contact Support / Report Updates / Powered by Localist

## Confirmed Tickets for Visiting Writers Series: Colm Tóibín and Patrick Radden Keefe

A list of issued tickets and attendees [Export CSV](#) [Issue Ticket](#)

1 1 to 4 of 4 tickets

ATTENDEE	TICKET	CONFIRMATION	ORDER ID	STATUS	CONFIRMED
Charlene Mincer	Event Registration Ticket	JDFYJLY	5153814415	Cancelled	2/2/2021 3:08pm
Doug Mincer	Event Registration Ticket	JVWD4QK	5153814415	Purchased	2/2/2021 3:08pm <a href="#">Check In</a>
Frank Smith	Event Registration Ticket	ZX7K33Y	51538169584	Cancelled	2/2/2021 3:39pm
Jane Smith	Event Registration Ticket	GPNVLC	51538169584	Cancelled	2/2/2021 3:39pm

REFINE RESULTS

SEARCH

SORT BY

STATUS

[Refine](#)

# Registration & Tickets



**Gmail** Doug Minor <doug.minor@gmail.com>

**You're registered - Visiting Writers Series: Kao Kalia Yang**  
1 message

**Lenoir-Rhyne University** <noreply@calendar.lr.edu> Fri, Feb 12, 2021 at 3:50 PM  
Reply-To: Doug Minor <Doug.Minor@lr.edu>  
To: doug.minor+franksmith@gmail.com

Frank Smith,

Thank you for registering for this Visiting Writers Series event featuring Kao Kalia Yang.

Virtual Event Registration

**Visiting Writers Series: Kao Kalia Yang**  
Sat, Apr 17, 2021 12:00pm

A link will be sent to you a couple days before the event with information on how to access the live stream.

**Share your plans with friends.**

I'm going! Are you? Visiting Writers Series: Kao Kalia Yang  
<http://calendar.lr.edu/event/kao-kalia-yang-LRVisitingWritersSeries>

Confirmation: 5GY2YDY

Questions about this event? Reply to this email to contact the event organizer.

**EXTERNAL: New order for Visiting Writers Series: Colm Tóibín and Patrick Radden Keefe - 51538169584**

**Lenoir-Rhyne University** <noreply@calendar.lr.edu> Friday, February 12, 2021 at 3:39 PM  
To: Minor, Doug

Doug Minor, you've got more attendees!

**Visiting Writers Series: Colm Tóibín and Patrick Radden Keefe**  
Fri, Mar 19, 2021 7:00pm

Event Registration Ticket

Frank Smith, [doug.minor+test1@gmail.com](mailto:doug.minor+test1@gmail.com)

Event Registration Ticket

Jane Smith, [doug.minor+test2@gmail.com](mailto:doug.minor+test2@gmail.com)

**Check-in attendees on the day.**

As the event organizer, you will be able to check-in attendees starting one day before the event date.

You can access the check-in interface by visiting the event details page while logged in as the organizer, or clicking the link below.

[Check-In Attendees](#)


Order confirmation: 51538169584

# Weekly LR Events Digest



LENOIR-RHYNE UNIVERSITY

Lenoir-Rhyme University Events Digest




**UPCOMING EVENTS CALENDAR**

A 30-day view of upcoming events at Lenoir-Rhyme University

[VIEW THE FULL CALENDAR](#)

This is an automatically generated list of upcoming events pulled directly from the Lenoir-Rhyme University Events Calendar and emailed each week to students, faculty and staff. [Submit your event to the calendar](#) using your LR network account.



**THURSDAY, FEBRUARY 25 7:00PM**

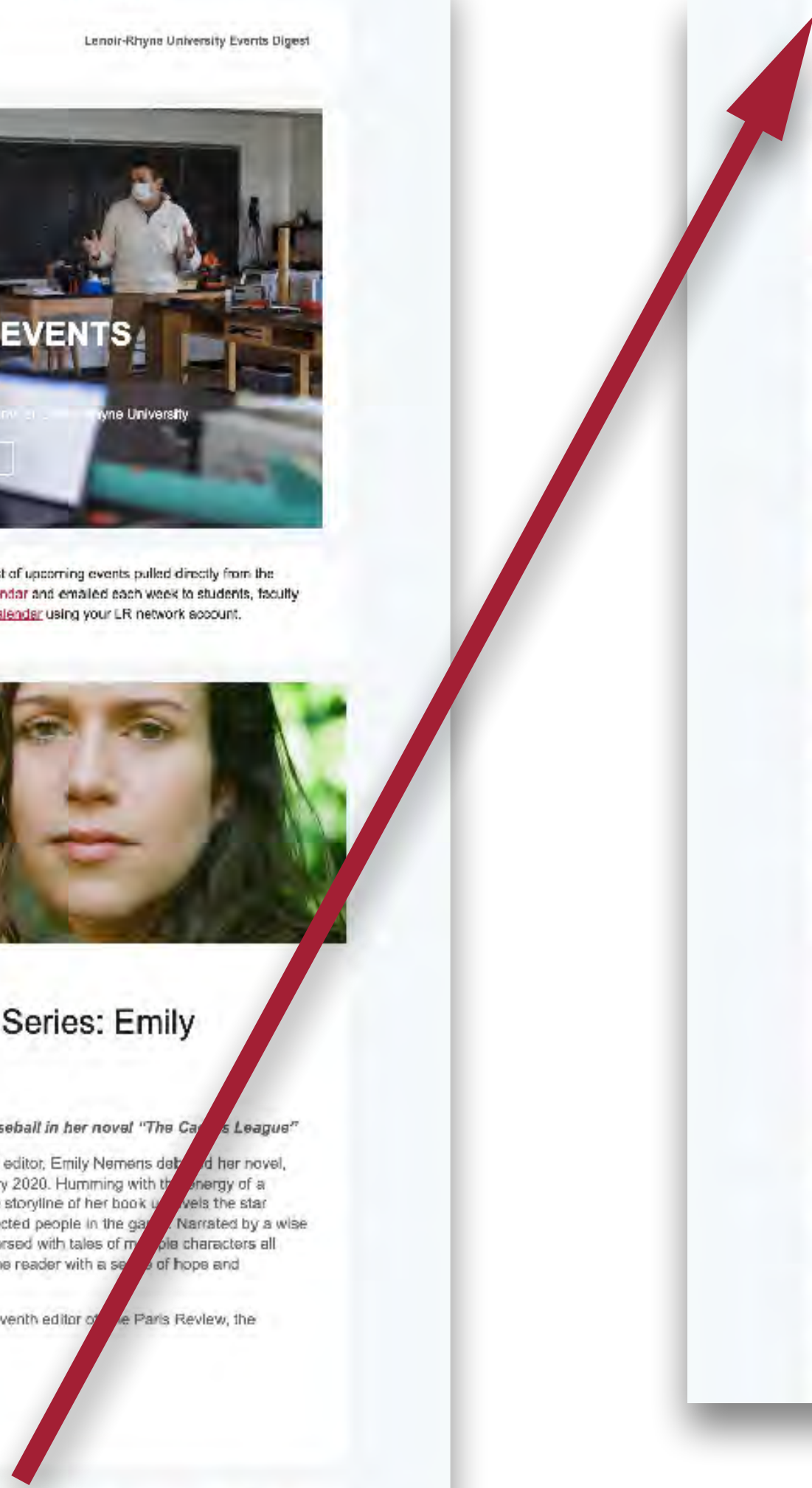
**Visiting Writers Series: Emily Nemens**







*Author explores more than baseball in her novel "The Cactus League"*

Known as a writer, illustrator and editor, Emily Nemens debuted her novel, "The Cactus League," in February 2020. Humming with the energy of a ballpark before the first pitch, the storyline of her book follows the star outfielder and other tightly connected people in the game. Narrated by a wise sportscaster, the story is interspersed with tales of multiple characters all striving to be seen and leaving the reader with a sense of hope and redemption.

In 2018, Nemens became the seventh editor of the Paris Review, the nation's preeminent literary...

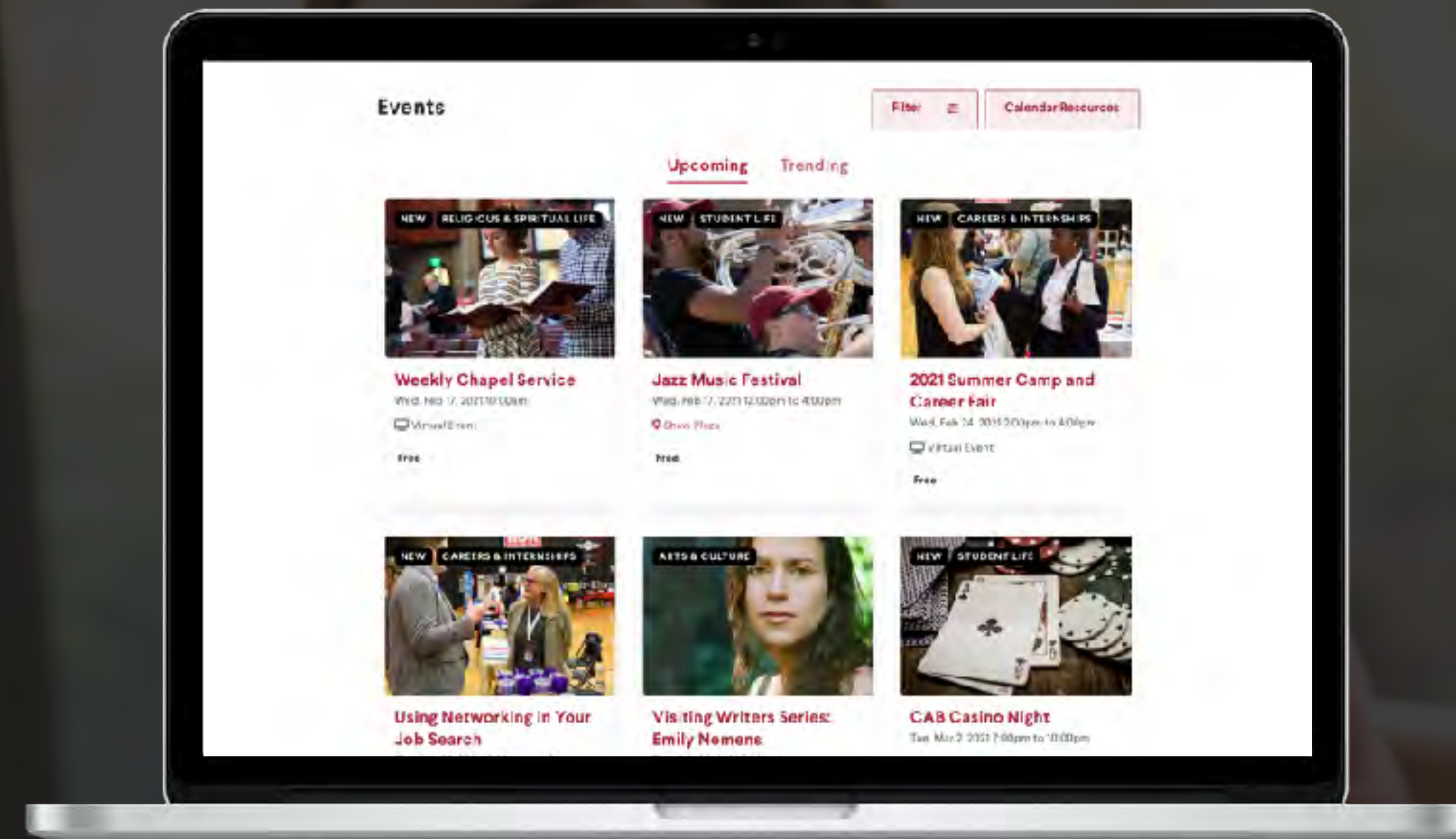
[Learn More](#)



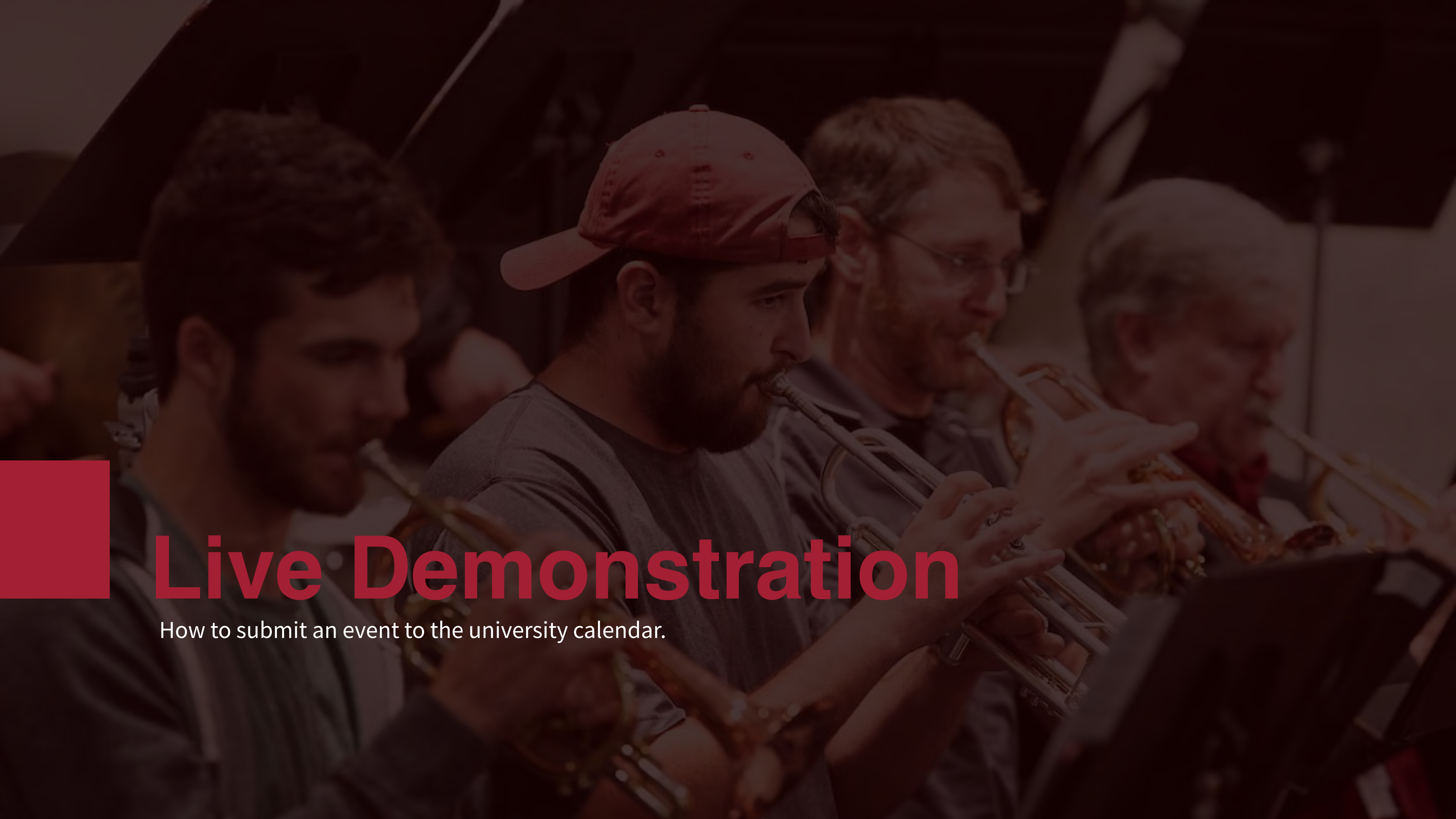
 <p><b>Weekly Chapel Service</b></p> <p>Join us virtually each Wednesday for chapel services via Zoom. Use the passcode: LRC Chapel</p> <p>Wed, Feb 17 10:00am</p>	 <p><b>Jazz Music Festival</b></p> <p>Join us on Shaw Plaza for lunch and enjoy some jazz music, games and giveaways.</p> <p>Wed, Feb 17 12:00pm Shaw Plaza</p>
 <p><b>2021 Summer Camp and Career Fair</b></p> <p>Make the most of your summer. Attend this virtual career fair to meet representatives who are offering summer jobs, internships, companies and contacts galore....</p> <p>Wed, Feb 24 2:00pm</p>	 <p><b>Using Networking in Your Job Search</b></p> <p>Career Webinar: "Using Networking in Your Job Search" Did you know that networking is how most people get their jobs? Did you know that most employers...</p> <p>Fri, Feb 25 12:00pm</p>
 <p><b>Visiting Writers Series: Emily Nemens</b></p> <p>Author explores more than baseball in her novel "The Cactus League" Known as a writer, illustrator and editor, Emily Nemens debuted her novel, "The Cactus..."</p> <p>Thu, Feb 25 7:00pm</p>	 <p><b>CAB Casino Night</b></p> <p>Join CAB for a night of Vegas-style fun. There will be card tables, slot machines, music and more.</p> <p>Tue, Mar 2 7:00pm Cromer Center Lobby</p>



# Questions?



[calendar.ir.edu](https://calendar.ir.edu)



# Live Demonstration

How to submit an event to the university calendar.