

Download & Complete

WASafe Event Form	
Submitter ...	(submitter info only used if we need to contact you – never displayed online)
First Name	
Last Name	
Title	
Employer	
Email	
Telephone	
Event ...	
Event Name	
Start-Date	
End-Date	
City	
State	
Cost of Training	
Event Website	
PDF Attached?	Check box if PDF attached to email

Attach the completed form to an email and send to:
jackyh@uw.edu

- **PDF Attachment** - You can attach an event-related PDF to your email. A PDF is the best place to provide detailed information. That might include a full event description, how to register, schedule, address, contact info, and accommodations. Visitors to the Events Calendar will click to view your PDF.
- If you want multiple events added to the calendar, please complete a separate form for each event and send each form in a separate email.
- *Note that the information you enter in the form may be edited to fit the format of our calendar.*
- To guarantee maximum publicity, submit the form well in advance of the event. We add items to the events calendar as time allows.