DUNDALK
INSTITUTE OF TECHNOLOGY
INSTITIÚID TEICNEOLAÍOCHTA
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Website Event Listing Template

Instructions

Please complete this template to submit an Event Listing to the DkIT Website.

Try to complete as much detail as possible to reduce the need for follow up.

All Event Listing items require an image that are a minimum of 2000px wide. Where an image cannot be supplied, please provide a description of the desired image and the Marketing & Communications team will source this.

Once you have completed this template, please attach this document along with your ticket request via WebDesk www.dkit.ie/webdesk.

Event Title:
Please keep short - ideally be no more than 7 words.

Description of Event:
[400 – 500 words max]

Date of Event:

Location of Event:
Venue and room if applicable.

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Images:

You must include at least 1 image for an Event Listing. Please ensure that these are high quality images. Images should be a minimum of 2000px wide. **Please upload any images directly to your webdesk ticket.**

Alternatively, if you don't have an image please leave a description below and we will source a stock image.

Describe the target Audience:

Eg. Students, public, academic staff

Is Registration Required?

If so please supply url below.

Key Contact Details:

Please give contact details for further enquiries about this event.

Relevant web links:

Please provide details of useful links that can accompany the event.

Once you have completed this form, please create a ticket via www.dkit.ie/webdesk and attach this document.