**CAMPUS TOURS & INFORMATION SESSIONS**

*The data points listed below are the data points needed to create the group of tours and/or information sessions. The data points are listed with the idea of “bulk event creation” in mind. In other words, you will not need to list the data points for each and every event, but rather for the group that the events belong to (ex. Campus Tours, CALS Information Sessions, SALT Information Sessions). We will need a block for each event group.*

**Event Name:**

**Event User 1:**

**Event User 2:**

**Date Range Start:**

**Date Range End:**

**Day(s) of the Week:**

**Start Time:**

**End Time:**

**In-Person or Virtual:**

**Location:**

**Registration Deadline:**

**Registration Limit:**

**Description:**

**Unavailable message** *(displays when events are unavailable for that day/time)\*****:***

**Alternative Tour Dates** *(fits outside of the structure above)*

* Start Date(s):
* Start Time:
* End Time:
* Location:
* Registration Deadline:
* Registration Limit:

**No Tour Needed Date(s):**