

Campus event announcement brief (Template & Video Brief)

Turn event logistics into a short invitation with a clear registration step. Edit, copy or download this free template, with inputs, a story order and review points.

Campus event announcement brief

Purpose: Turn event logistics into a short invitation with a clear registration step.

Event name and purpose: [Add your own information]

Who should attend: [Add your own information]

Date and time zone: [Add your own information]

Venue or meeting link: [Add your own information]

Two program highlights: [Add your own information]

Ticket or entry requirements: [Add your own information]

Registration deadline: [Add your own information]

Story order: Open with the reason to attend, preview two highlights, then give time, place and registration instructions.

Review: Aim for 30-60 seconds. Use a still information card as well so dates and registration details remain easy to read.

For a video (if needed): target duration, narration language, required visuals and one next action. Confirm scope and quote before production.

Turn your PDF, PPTX pitch deck, or brief into a 30-180s narrated business video

Upload slides or documents at Axiom Lab for free material analysis before production:

- > Edit or copy this template online: <https://axiomlab.online/templates/campus-event>
- > Watch the complete 74s demonstration film: <https://axiomlab.online/examples/pitch-deck-demo>
- > Turn your PDF or PPTX deck into a video: <https://axiomlab.online/pitch-deck-to-video>
- > Rehearse with the free script timer: <https://axiomlab.online/tools/script-timer>