

## Upcoming Events and Activities

Today's Date \_\_\_\_\_

1. Point of Contact:

• Name \_\_\_\_\_

• Phone \_\_\_\_\_

• Email \_\_\_\_\_

2. City, State \_\_\_\_\_

3. Post \_\_\_\_\_

4. Name of event \_\_\_\_\_

5. Date/time of event \_\_\_\_\_

6. Location (address) of event \_\_\_\_\_

7. Other organizations involved in event \_\_\_\_\_

• Role of other organization(s) \_\_\_\_\_

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Prepared By: Nicole Bell

8. Audience (who are you trying to help via the event?) \_\_\_\_\_

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9. In a few sentences, please explain the importance of the event and your desired outcome.