

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) _____

Prepared By: Nicole Bell

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

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