Things to include in the Description of Your Events for Fall Semester 2009 and Spring Semester 2010

**You may submit flyers, newspaper clippings, pictures, etc. in a scrapbook or photo album to support your event**

(Due Wednesday, April 28, 2010)

Name of Sponsoring Organization________________________________________________________

Co-Sponsoring Organization______________________________________________________________

Name of the Event________________________________ Purpose of the Event __________________

Date, Time & Place________________________________ No. of persons in attendance __________

Type of audience____________________________ Success rate: (scale 1-5, 5 being highest) __________

Method of Advertising_________________________ Which organization initiated the event? __________

What did the initiating organization do for the event? ____________________________________________________________________________

What did the cosponsoring organization do to assist with the event? __________________________________________________________________

COMMENTS (optional)__________________________________________________________________________

_______________________________________________________________________________________

Feel free to duplicate this form if necessary

CO-SPONSORED EVENT

Note: A form must be completed for each event co-sponsored

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