Feel free to duplicate this form if necessary

**SPONSORED EVENT**

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

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) ________________________________________________________________

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