

**EVENT FORM**

Please provide the following information, or as much detail as you can, for a smaller training, 2-3 weeks before you want promotion to start and for a large event, 2-3 months before event date or ASAP.

**Add to website Events/Trainings Calendar:**

1. **(1) Your name (2) program/initiative event is related to (3) today’s date.**

Enter Text

1. **Date of Event, start and end times.**

Enter Text

1. **Venue (virtual, hybrid, and/or physical location. Provide address if off-site.)**

Enter Text

1. **Audience(s) being invited.** Be as detailed as possible, e.g. program participants, child care providers, grantees, community members, etc.

Enter Text

1. **If you have specific communications tools in mind, please list them.**

Enter Text

1. **How to register** e.g. Zoom link, call or email X person, etc. and whom participants should contact if they have questions.

Enter Text

1. **Registration deadline.**

Enter Text

1. **Description – presenter(s), title, agenda/program write-up, speaker bio, etc**.

Enter Text

1. **Sponsors/funders that should be recognized.**

Enter Text

1. **Food served, if applicable** e.g. coffee/rolls, lunch at noon, light dinner at 6 p.m.

Enter Text