

# Feztivities Event Information Sheet

(Please fill out all sections that are relevant to your Event)

Club/Unit Sponsors: \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Date(s) of the Event: \_\_\_\_\_

Time(s): \_\_\_\_\_ Social: \_\_\_\_\_ Dinner: \_\_\_\_\_

Location(s): \_\_\_\_\_

Menu: \_\_\_\_\_

Entertainment: \_\_\_\_\_

Price(s): \_\_\_\_\_ Dress: \_\_\_\_\_

How to Make Reservations / Buy Tickets: \_\_\_\_\_

Deadline for Reservations: \_\_\_\_\_ Tax Deductible or Not: \_\_\_\_\_

Additional Information: (can continue on back): \_\_\_\_\_

Contact Person and Phone Number (For Editor to contact): \_\_\_\_\_

## Pictures

1. Send to [laura.strimple@hotmail.com](mailto:laura.strimple@hotmail.com) or leave disc/flash drive with office staff
2. Please include names of people in the photos if you want them to be recognized (ie Award Winners, Donation, etc...)

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