



GK Event Communication Form

General information

Name of event: _____
Date: _____
Time: _____
Location: _____

Event objectives

Brief description of the event

Event promotion

Number of invitations mailed: _____
Date invitations mailed: _____
Anticipated attendance: _____

Methods used for promoting the event (circle all that apply)

Posters Brochures Newspaper ads
Flyers Email Website
Other:

