

**Title of Event**

**Event Details**

***as of Current Date***

**Date:**

**Time:**

**Location:**

**Purpose:**

**Hosts:**

**Invitation delivery schedule (include printed and electronic mailing, RSVP date, etc.):**

**Confirmed attendees:**

**Name badges:**

**Volunteers:**

**Program notes:**

**Program speakers:**

**Attire:**

**Parking:**

**Rental items (i.e. tent, stage, chairs, table, etc.):**

**Signage:**

**Catering:**

**Linens:**

**A/V:**

**Entertainment:**

**Photography:**

**Any other elements (i.e. webcasting, video, etc.):**

**Georgia Tech spirit elements (i.e. Wreck, Buzz, etc.):**

**Gifts:**

**Special presentations:**

**Important phone numbers:**