Event Name

Organization:

Event Date:

Event Location:

Event Time:

Set Up Time:

Clean Up Time:

Event Description:

* Activities will include…
* The food at the event is…
* We will be swiping everyone in at check-in through the event’s Engage page.

Documentation:

* Please include detailed pictures of items intended to be purchased or any visual information you believe is important to describe the nature of your organization’s event…