

Event Name
Information Sheet

Name of Event

Day, Date, and Time of Event

Location(s)

Brief Event Description

Goal(s)

Desired Outcome(s)

Event Alignment with PVAMU and/or Unit Mission, Goals, Strategic Plan, etc.

Primary Anticipated Audience Makeup

Estimated Attendance

Format of Event

Budget/Funding Source

Hosts

Contact(s)

Name

Title

Department

Telephone Number

E-mail Address

Notes (Optional)