



Public Relations Event Form

Committee Name: _____
 Contact Person: _____
 Telephone #: _____ E-Mail: _____

Event Name: _____
 Event Date: _____ Event Time: _____
 Location: _____ Estimated Cost: _____

Event Description:

PR Committee Use Only:

Assigned To: _____
 Action Plan: _____

Contact People/Information for Event Execution:

Name	Phone	E-Mail	Organization