

EVENT DETAILS

Series Title: _____

Event Title: _____

Date: _____

Time: _____

Location: _____

Speaker(s)/Moderator/Panelist(s)/Keynote (indicate for each)

Name, degrees, title, company/organization/university, online bio URL, and Twitter handle:

Upload a high-res headshot(s)

Short description of event:

RSVP email and/or phone, or, URL, for more info _____

Reception details:

Sponsors _____

Upload high-res logos

Audience _____

DELIVERABLES: Postcard Card/envelope PDF HTML email

Quantity: _____ In-hand Date: _____

Invitation: Postcard Card/envelope PDF HTML email

Quantity: _____ In-hand Date: _____

Event Program

Quantity: _____ In-hand Date: _____

Swag: _____

Quantity: _____ In-hand Date: _____

Digital Signage (ARB Lobby)

Printed Flyer (8.5x11")

Photographer at event (\$150/hr)

Hours: _____

Video and/or Livestream

Brochure

Quantity: _____ In-hand Date: _____

Fact Sheet

Quantity: _____ In-hand Date: _____

Postcard: Mailable

Quantity: _____ In-hand Date: _____

In-office use: S P F O