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| --- | --- |
| Event Name |  |
| Date |  |
| Location |  |
| Start time |  |
| End time |  |
| Leads/Contacts |  |

**DESCRIPTION OF EVENT**

|  |
| --- |
|  |

**PLEASE PROVIDE DETAILED LOGISTICS AND THEIR ESTIMATED COSTS**

|  |  |
| --- | --- |
| Budget Include funding source(s) |  |
| Anticipated audience (i.e. students, faculty, etc.) and approximate number of guests |  |
| Catering needs |  |
| AV/Media services  |  |
| Facilities needs |  |
| Security costs, if nec. |  |
| Will there be an outside speaker(s)? |  |
| * Anticipated honorarium
 |  |
| * Anticipated travel expenses
 |  |
| * Other speaker needs
 |  |
| Other anticipated expenses  |  |

**PROGRAM AGENDA**

|  |  |  |
| --- | --- | --- |
| Time | Description | Notes |
|  |  |  |