SVR EVENT FLYER INFORMATION

The purpose of this form is to provide the people responsible for the creation and advertising of SVR events complete information and to also assist the event chair to gather the information necessary.
If you are using a mouse, this form has helper fields.

Event Type: ☐ **Dinner/Lunch** ☐ **Tour** ☐ **Multi-day Tour** ☐ **Other**

Event Name:

Hotel Accommodations: ☐

Address:

Enter any directions or things someone would need to know about hotel arrangements. Specials etc.

Event Date(s):

Event Time:

Menu: Menu Choices if any

Share the Wealth? ☐ **Cost:** 200 **Per:** Person, car

Who to Contact? Email

(###) ###-####

Secondary Contact Email

(###) ###-####

Reservations: Instructions on who and how to send checks if used. "Payable to PCA-SVR" with address to mail them to

Electronic Tickets: URL if using electronic tickets. EventBrite etc.

Use this field to enter in additional information. For instance if this is a tour with stops, give a brief description but I suggest creating a route sheet to send to participants.