**Name of Event:**

**Venue/Location:**

**Event Date(s)/Time:**

**Invited Media:**

**Region:** Choose an item.

**Program or Office Location: Country:**

**Description of Event:**

**Please list 3-4 Measures of Success for this Event:**

**Examples –**

* **Participation of 100 or more people**
* **50% of invited media attends**
* **Attain (5) “Mentions” and (10) new Followers on Twitter**
* **At least two published articles written about the event**

**Anticipated Number of Participants:** Choose an item.

**Related Website (If Any):**

**Event Contact Name:**

**Event Contact Email: Event Contact Phone:**