

## Event Information to Share with Marketing Director

Below is a helpful list of event information to share with the marketing director (or whoever would be responsible for social media posts) – prior to the event invitation broadcast

Name of Event: \_\_\_\_\_

Event Date/Time: \_\_\_\_\_

Location/Host: \_\_\_\_\_

Event Photographer: \_\_\_\_\_

Brief Summary/Event Description: \_\_\_\_\_

\_\_\_\_\_

Sponsors:

Full Sponsor Name

Sponsorship Level

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People of Note: (panelists, speakers, TopID firms being honored, scholarship recipients, etc.)

Full Name/Company Name

Reason to Mention

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