# Cause Events Form

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| Name of Cause | |
| Contact person & contact details of person managing event- Email & cell phone number<br><br><span style="color:red">(This person will receive all event communications, RSVPs and or questions that may come up from potential attendees)</span> | |
| Name & description of event<br><br><span style="color:red">(Give us copy we can share with everyone, what's the event called. What is it all about what do you want to share with potential attendees)</span> | |
| Date of event | |
| Final date to RSVP/confirm attendance<br><br><span style="color:red">(What's the latest potential attendees can let you know they'll be attending)</span> | |
| Is the event in person or virtual?<br><br><span style="color:red">(Please share event address if in person)</span> | |
| Event time<br><br><span style="color:red">(Start and end time)</span> | |

| Entrance fee? | |
|---|---|
| Is there safe parking? | |
| Any other important information concerning your event? | |

**Please remember to attach a copy of your event poster when you return this form.**