



# EVENT PUBLICITY FACT SHEET

Event Name:			
Event Day:		Event Date:	
Start Time:		End Time:	
Location Name:			
Location Address:			
Event Manager/s:			
Host/s (if different from Event Manager):			
Contact Phone:		Email:	
RSVP Required:			
RSVP Due Day:		RSVP Due Date:	
Cost:	\$		
Attendees Should Bring:			
Detailed Driving Directions to Event Location (starting from the Marquette Interchange):			
Notes, Special Instructions, and/or Newsletter Article:			