

## VIA EVENT FACT SHEET

Please complete this form **at least** two months prior to the event and **email** it to Laura Kruger (lkruger@dh.org)

<b>Event Contact</b>	Information about the person responsible for organizing the event
Name	
Email	
Phone	
<b>Event</b>	Information about the event
Name	
Date	
Time	
Description	
Capacity	How many people can be accommodated?
<b>Event Location</b>	Where will the event be held?
Venue Name	
Address	
Website	
<b>Parking</b>	Where will attendees park?
Location Name	
Address	
Website	
<b>Speaker/Performer</b>	Information about a speaker or performer and a description of what they will be presenting or performing
Name, Company, Title	
Presentation Name/Topic	
Description	
Website	

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<b>Sponsor(s)</b>	Information about the sponsor- if applicable. Insert additional rows for each sponsor and make note of their levels and any advertising requirements, e.g., must be included in posters
Name	
Company	
Website Address	
<b>RSVP Contact</b>	Information about the person who is collecting registration or ticket requests
Name, Email and phone	
<b>Ticket/Registrations</b>	Information about how to register or purchase tickets
Price(s)	
Ticket sales start date	
Ticket sales end date	
RSVP Date	
Reservations Required	Circle One: Yes No If No, can tickets be purchased at the door?
Online Sales/Registration	Circle One: Yes No
<b>Audience</b>	<p><i>Check all that apply</i></p> <p><input type="checkbox"/> VIA Members <input type="checkbox"/> General Public <input type="checkbox"/> Hospital Administration <input type="checkbox"/> Hospital Associates</p> <p><input type="checkbox"/> Women in Business</p> <p><input type="checkbox"/> Other: please list</p>
<b>Marketing Date</b>	When do you plan to begin promoting the event?
<b>For marketing use</b>	<input type="checkbox"/> newsletter <input type="checkbox"/> Poster - small - QTY ___ <input type="checkbox"/> Poster - large - QTY ___ <input type="checkbox"/> Website <input type="checkbox"/> Calendar <input type="checkbox"/> PayPal <input type="checkbox"/> Ticketleap <input type="checkbox"/> Response form <input type="checkbox"/> Email <input type="checkbox"/> Social Media

Please also email any applicable logos or images for promotional use. Images must be emailed in jpg or pdf format (hi-res referred) Scanned images are not acceptable.