

Chapter and Club Event Planning & Promotions Form

Please complete this form and turn in to the Fresno State Alumni Association. The information you provide on this form will help in the creation of any online registration, processing of payments, and event promotion (i.e. graphic/collateral design, email marketing, social media marketing, etc.). To help ensure we provide as much help and resources as possible, after you send to the FSAA we will contact you to review the event and additional details.

Please submit this form 45-60 days prior to the date of your event.

Chapter/Club: _____

EVENT DETAILS

Event name: _____

Event type: Social/Mixer – Alumni/Friends only Fundraiser – General
(check all that apply) Social/Mixer – Alumni/Friends & students Fundraiser – Scholarship endowment
 Educational event Other: _____

Event description: _____

Location of event: _____

Date of event: _____ Start time: _____ End time: _____

of Guests (estimate): _____ Alcohol present? Yes No

Fee to attend? Yes No [If yes] Amount #1: \$ _____
Amount #2: \$ _____ (only complete if there are different amounts)
Amount #2: \$ _____ (only complete if there are different amounts)

ONLINE REGISTRATION/PAYMENT

Please provide names and email addresses of two officers. These individuals will receive an automated email every time someone registers/pays for the event.

Name: _____ Email: _____

Name: _____ Email: _____

PREPARED BY

Your name: _____ Cell: _____

Email: _____

Signature: _____