Grand Vision Communications

Project & Event Communications Request Form

General Information:

☐ Event   ☐ Project   _____

Name of project or event: _____

Description of project: _____

Contact person: _____   Date needed: _____

Notes: _____

Description of Audience: _____

The "General Information" section must be completed before project requests are submitted.

Announcement (Save-the-Date):

Date(s):   _____

Time(s):   _____

Location: _____

Cost: _____

The "General Information" and "Announcement" sections must be completed before event requests are submitted.

Registration:

Registration deadline: _____

Registration options: Online ☐   Mail ☐

Maximum number of participants: _____   Minimum number of participants: _____

Payment:

	Fee	Deadline/Date
Early Bird	_____	_____
Late Registration	_____	_____
At the Door	_____	_____

Payment Options:

Online ☐   URL: _____

Check ☐   Make Check payable to: _____

Refund policy* (describe): _____

Other Information:

Please list all sponsors:

_____ logo obtained?	☐ prime sponsor	☐ minor sponsor
_____ logo obtained?	☐ prime sponsor	☐ minor sponsor
_____ logo obtained?	☐ prime sponsor	☐ minor sponsor
_____ logo obtained?	☐ prime sponsor	☐ minor sponsor

Please list all speakers, name/title:

_____ bio obtained?	photograph obtained?
_____ bio obtained?	photograph obtained?
_____ bio obtained?	photograph obtained?
_____ bio obtained?	photograph obtained?