

Archival Event Form

District(s) _____

Name of Event _____

City _____

Location _____

Date(s) _____

Donation/Fee charged _____

Facilitator(s)/Speaker(s) _____

Number of Participants (if not counted please estimate) _____

Please attach a copy of any flyer, schedule, or printed handouts used at the event.

Also please include copies of skit scripts that were used.

Feel free to include photos, descriptions of decorations, meal information, raffles, silent auctions, and any other information you feel is pertinent.

If necessary, put the information in a folder or large envelope and attach this sheet to the front.

Please give this information to the area archives coordinator at area assembly.

Thank you for helping to enrich our area archives collection!