****

**Impact Events Form**

Please fill out this form completely and send to Melissa Haley at melissahaley55@gmail.com. Melissa will review all of the information in detail and make sure that all information is correct, check spelling, check Zoom link, before it goes to Communications. Once Melissa approves it, she will send it to the Communications team. Communications will post on our website, app, and social media. The host needs to confirm all of the information is correct on our website and on the email blast. We ask that host(s) log onto WIX to look at the RSVP list and contact the RSVPs 2 days before the event to remind them and confirm. If you need help logging onto WIX please contact Melissa Haley at the e-mail above or Lisa LaFrance at llf2@mac.com.

**Host/Meeting Leader:

Host/Technology Administrator:**

1. **Name of Host(s)**
2. **Host email and phone (in case guests have questions).**
3. **Name of your event:**
4. **Day of the Week/Date/Time:**
5. **Name of Venue:**
6. **Venue Address:**
7. **Short Description (maximum 300 characters):**
8. **Any specific photo that you would like to use? (please attach to email).**
9. **Any other long description (bio, Instructions, etc.)**

**Thanking Sponsors -** We would like to recognize our sponsors at each event. We would appreciate it if you can put the sponsors on a slide if you are doing a slide presentation. You can get the slide from our Chairs for Sponsorship. If you are doing an in person event, we would like ask you to mention the names of our sponsors. Or you may want to invite a sponsor to speak for 1 minute at the event. Please reach out to our Sponsorship Chairs to reach out to our sponsors to identify a sponsor who would like to attend the event. Thank you for your help!

**Deadline for submission –** please submit this event formby the 15th of the month prior to your event so that it can be included in events communications sent out on first day of every month.