

EVENTS INFORMATION

Please fill out the information below for each event.

Event Name	
Event Date	Is this a new event? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location	
Registration Deadline Date	Hotel Registration Deadline Date
Save the Date Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date
101 - Event Notification Dates	201 - Event Notification Dates
Target audience	Target Audience
1 st notification date	1 st notification date
Reminder date	Reminder date
Final deadline date	Final deadline date
ASSOCIATION PARTNERSHIP INFORMATION	
If the event is not an NH Bankers only event what other associations are involved?	
Which is responsible for management/sign up of event?	
Are we setting up registration online if NH Bankers is not managing signup? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Where can the event be found on the shared drive? What is it called?	
SPONSORSHIP INFORMATION	
Are there sponsorships for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are we setting up for online notification and signup? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are marketing materials (agenda/sponsorships) needing creation by NH Bankers? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are social media graphics needed for sponsorships? <input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER	
Will this event need name tags? <input type="checkbox"/> Yes <input type="checkbox"/> No	