



Event Development

EVENT TOPIC & DATE

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Presentation Style (panel, mixer etc.)

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Other organizations we could partner or collaborate with to put on this EVENT.

Organization:	How they could contribute:
Organization:	How they could contribute:

Interesting or unique venue we could use to hold this EVENT.

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Who else should we invite, besides our Network members?

Timeline & Communications strategy (what, how, who?)

60 days prior	
30 days prior	
2 weeks before	
Day before	

