

District 5180 – Club Pre-Event Checklist

Directions: Read all the questions first then complete this form and email it to the Public Relations Committee (rotary5180pr@gmail.com) at the earliest possible opportunity prior to the event.

1. What is the name of the event?

2. What general Rotary component is the event focused on? (Check all that applies)

Community Service	Youth/New Generations Program	Membership Drive
Fellowship Opportunity	Vocational Activity	Fund Raising
Other (please state)		

3. Who would you like to be at the event? (Check all that applies)

Rotarians	Interactors	Rotaractors	General Community	Potential Rotarians
Other (please state)				

4. Where will the event be held?

5. What is/are the event's date(s) and times? If it is for multiple days, please indicate the start and end times of the event (i.e. 10 am to noon)

6. What does your club (or group of clubs) hope to accomplish with this event?

7. Why is it important for the people you identified in # 3 to attend?

8. Which Rotary club(s) is/are involved?

Event organizer/primary contact's name, email and phone number:

Please remember to go to the district web site's Public Relations page and get the Event and Post Event Checklist.