



Alumni
Association

ALUMNI NETWORK or CHAPTER EVENT REQUEST FORM

The following form should be filled out and submitted to the Alumni Engagement staff *a minimum of 6 months before your planned event* to alumni@westga.edu. Once received, a staff member will respond and schedule a time to discuss the request via google meets or phone. If approved, after the event, the group will need to complete the Post-Event Summary, on page 3.

Network or Chapter Name:

Event Leader:

Email Address:

Phone #:

Secondary Contact:

Email Address:

Phone #:

Event Title:

Event Date:

Time (start/end) (ex. 5-7pm):

Location (Name, Address, Phone Number, and Venue Contact Person.):

Event Description (Provide as much detail about the event as possible):



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Expected Attendance (ex. 30-50):

Projected Budget (Enter estimate. attach all quotes or invoices):

Funding Sources/Event Charges (How will the event be funded? Are you requesting support from the Alumni Association?):

Please provide details on items to be purchased (food, drinks, alcohol/bartender, materials, etc. Please include cost per detailed item):

Do you require any branded items from the University of West Georgia? If so, please share what you're looking for:

How will you advertise the event? Please include how the Department of Alumni Engagement can assist:

Questions/Notes:



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POST EVENT SUMMARY & FEEDBACK

Please submit this to your Alumni Engagement staff liaison within one week after the event. This feedback and reporting is so helpful for our office to understand the success of the event for replication in other Networks or in the future. Thank you for your leadership and planning!

Overall, how did the event go?

Please provide the names and contact information for the individuals and volunteers who helped facilitate the event (venue contacts, caterers, etc.):

Final Attendance (ex. 30-50 and please email sign in sheet to alumni@westga.edu):

Total Expenses (ex. \$150):

Reimbursements (ex. \$150 for NAME of purchaser):

General feedback or observations (would you host this event again, what would you do differently, the same, etc.):



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