TOWN OF BLADENSBURG

Town Council Event Information Form

Event Overview

> **Event Title:**
>
> **Purpose/Goal of Event:**
>
> **Event Date:**
>
> **Event Time:**
>
> **Event Location:**
>
> **Theme:**
>
> **Target Audience:**
>
> **Expected Attendance:**

Event Details

- **Color Scheme/Decor:**
- **Guest Speakers/Presenters:**
  - *Names, Titles, and Roles:*
- **Audio/Visual Needs:**
  - *Microphones:*
  - *Projectors:*
  - *Screens:*
  - *Sound System:*
  - *Other:*
- **Stage/Podium Requirements:**
- **Tables/Chairs:**
  - *Number of tables:*
  - *Number of chairs:*
- **Special Setups:**
  - *Roundtables, Classroom style, U-shaped, etc.:*
- **Transportation Needs (for Seniors or other groups):**
  - *Shuttle, Vans, or Special Arrangements:*

Food & Beverage

- **Food for Participants:**
    - *Type of Food (Buffet, Boxed Lunch, etc.):*
    - *Caterer/Food Provider:*
    - *Dietary Restrictions or Special Requests:*
- **Food for Guest Speakers/Presenters:**
- **Beverages Provided:**
    - *Coffee, Water, Soft Drinks, etc.:*
- **Additional Snacks or Break Options:**

Event Timeline & Logistics

- **Event Setup Start Time:**
- **Event Breakdown/Cleanup End Time:**
- **Run of Show (Agenda/Program):**
- **Volunteers/Staff Support Needed:**
- **Parking/Transportation for Attendees:**
- **Public Safety Needs:**
- **Marketing/Promotion Plans:**
    - *Flyers, Social Media, etc.:*
- **Registration/RSVP Details:**
    - *Online or In-Person Registration Required?:*

Additional Information

- **Budget Constraints or Requirements:**
- **Any Special Requests or Notes:**

Contact Information

- **Event Organizer:**
    - *Name:*
    - *Email:*
    - *Phone Number:*
- **Point of Contact on Event Day:**
    - *Name:*
    - *Phone Number:*