

PTPDE Event Flyer Request Form

Please fill out the following form completely. Once you are finished, the form may be sent to the person who has volunteered to create the event flyer. Please do not send information piecemeal. If you need the flyer right away and there is missing event information indicate that this with TBA (To Be Announced.)

Request forms should be filled out and passed along one week prior to when the flyer is needed.

Person Submitting Request/Event Leader:

Contact Information: Carl Hutter & Anna White

Event Title: South Africa

Date: February 25, 2010

Time: 7 PM

Location: Cokesbury Village

Co-Sponsors: World Trade Center Delaware

Speaker: Margaret B. Diop

Speaker Title and Office: South Africa Desk Officer

Speech Title:

Other information to be included about program:

Event Type: (Please indicate one)

State Department – Town Meeting

Requested Document: (Please indicate all that apply)

Flyer

E-blast

Save the Date Flyer

Program

Press Release

RSVP information: Are RSVPs needed for this event? No

Cost of the event for attendees: (Please indicate one)

Free & Open to the Public

Limited space events – Unlimited

Dinner events: (Please include cost of dinner and menu choices and if checks should be brought to event or sent in advance to PO Box)

Directions to the venue:

Date Flyer Needed By:

Please attach speaker bios and pictures where necessary.