



Ben F. Jones Chapter ~ National Bar Association

EVENT INFORMATION FORM

Please submit this form to the Public Relations Committee Chair to publicize upcoming NBA-sponsored events on our website, via email, etc. Visit www.benfjones.org for committee contact information.

Submitted by: _____ Date of Submission: _____
Contact Number / Email: _____

EVENT DETAILS

Event Title: _____
Date of Event: _____ NBA / BFJ Sponsored Event? Yes No
Day of the Week: _____ Start Time: _____ End Time: _____
Event Location: _____
Address: _____
Attire: _____
Cost to Attend: _____
Event Description: _____

Co- Sponsors: _____

Event Contact Person: _____
Contact Person's Email / Phone: _____

Please check all that apply:

- I have submitted a flier for my event (attached).
- I am requesting the P.R. Committee's assistance to create a flier for my event.
- I would like my flier to be viewable online.
- I would like attendees to be able to pay for this event on the BFJ / NBA website.
- I would like to direct people to the following website for more information on this event:

Additional Comments: