

AOC Capitol Club Event Worksheet

Submitter:

E-mail Address:

Event Details:

Name of Event (Required, maximum of 100 characters/spaces):

Short Teaser/Description (Optional, maximum of 300 characters/spaces):

Date and Time:

Start Date (Required):

Start Time (Required):

End Date (Required):

End Time (Required):

Location:

Venue/Location Name (Required, provide Building Name and Room Number):

Address (Required):

About Your Event: (Optional, unlimited character/space count – include detailed clearance and entry instructions if required... this is your opportunity to spell out all of the details for this event, expanding upon the short teaser description from above):

Tickets:

Tickets are Free

Ticket Quantity is Unlimited

-or-

-or-

Ticket Price:

Ticket Quantity Limit:

Ticket Name: General Admission

Description of Ticket (Optional, maximum of 500 character/space count. Consider stating what the attendee will receive with the ticket. Example: ***“Ticket price covers refreshments and facility fees at cost, all additional proceeds are for the direct benefit of the AOC Capitol Club Scholarship Funds. Your purchase of a ticket is not considered a donation to a non-profit organization.”***]:

Ticket Policy (Optional, maximum of 1,000 character/space count, please provide any special instructions that you wish to include. Example: “*Tickets are non-transferable. Ticket holders who are unable to attend must request a refund at least 48-hours in advance through the event host. If you have questions, please contact the event host.*”):

Registration:

Event registration will always capture the following information:

- First and Last Name (always required)
- Email (always required)
- Business/Organization
- Phone Number
- Are you a member of the AOC Capitol Club? (Yes or No)

Please list any additional information you’d like to capture (citizenship, student, government employee status, etc.)

Social Media (As requested by the submitter):

***This is a private event and should not be advertised to the public on
crows.org or via social media***

I would like this event to advertised through:

Twitter - twitter.com/AOCCapClub

Facebook - facebook.com/AOCCapClub

LinkedIn - linkedin.com/company/AOCCapClub

Crows.org - www.crows.org/group/capitol_club

***I would like this event to be advertised on the following timeline
(select as many as desired)***

30 Days Prior

21 Days Prior

14 Days Prior

7 Days Prior

3 Days Prior

1 Day Prior

Other/Notes:

***The following standard message will be used for each social media posting:
"Upcoming AOC Capitol Club event: plug in to your local chapter and
learn, connect, and collaborate #AOCrows [hyperlink to website
registration page]."***

I would like a different message to be sent over social media: