

EVENT RECAP FORM



Please complete the following form with the basic information about your event, then either scan and email it as a .pdf file, or type out the information on an email to the Newsletter Committee at desiree.r.garcia6.civ@mail.mil and cara.m.scott.civ@mail.mil

1. Date & location of event: _____
2. Name of event: _____
3. How many people attended (or how many tickets were pre-sold)? _____
 - a. Of the attendees, how many were AGA members? _____
 - b. Did attending members do any activities at this event? _____

4. Was there a speaker or a special guest?
 - a. If yes, what was their name? _____
 - b. What did they speak about, or why were they there as the special guest?

 - c. Please send a photo and bio of the guest/speaker
5. What was the purpose of the event? Please write a brief summary of what happened at the event, why it took place, who it benefitted, etc: _____

6. Please attach a list of AGA member attendees to this submission. Thank you!