==Not all question are applicable to every event.== This form is submitted only once per event.

Objetives / Description

1. What is the purpose of the event?

2. What details should be highlighted?

3. Who is the target audience?

4. How many attendees are expected?
5. What is the theme of the event and what are the topics discussed at the event?

6. Is this first time the event is done?

Where, When, How

1. Date of the event?

2. Time and duration of the event?

3. What is the location of the event?

4. Is there a cost to attend? If there is, how much? Is this typically launched through Eventbrite?