

# The Woman's Club of Washington University

## Event Worksheet for the 2024-2025

Submitted by: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location or Format (Zoom, Webinar, In-Person, To Be Announced, etc):

\_\_\_\_\_

Cost: \_\_\_\_\_

Parking instructions: \_\_\_\_\_

\_\_\_\_\_

RSVP required (yes/no): \_\_\_\_\_

- Note: RSVP will be required to receive a link to any virtual events.

Deadline for RSVP: \_\_\_\_\_

Contact person in case of questions and/or RSVP:

Name: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

+++++

Provide any further details, information, or instructions about the event as to appear in the Handbook:

Please return to Elizabeth Ojo, [ejojo@wustl.edu](mailto:ejojo@wustl.edu)

THANK YOU!