| **Event Title:** |  |
| --- | --- |
| **Event Chair(s):** |  |
| **Chair(s) Contact Info:**  (phone and/or email; default: events@stpatricksdayparade.org) |  |
| **Event Detail and Summary:**  (Include descriptive paragraph to be used in media, web, and facebook posts) |  |
| **Event Location:**  (venue name, address, town) |  |
| **Date & Time:** |  |
| **Cost:** |  |
| **Ticket Purchase In advance?**  (Yes or No; If Yes, give details) |  |
| **Would you like a radio station broadcasting live (through Radio Broadcast Chair)?** |  |
| **Would you like a radio station to provide raffle prizes (through Radio Broadcast Chair)?** |  |
| **Would you like an On Air Interview to promote event via radio?** |  |
| **MC Requirement?**  **NEWS8 or Radio Personality** |  |
| **Social Media Notes:**  Need Facebook event?  Need RSVPs [evite]?  Image or flyer for web/facebook?  Etc. |  |

**Mail checks** : St. Patrick's Day Parade, PO Box 9078,  New Haven, CT 06532

Make checks payable to **AIS (Associated Irish Societies)**