Name of event (Ex: Welcome for ……., or Annual Picnic, etc.:

Date (month, date and day of week):

Time beginning:

Time ending (if desired):

Location name (Ex: Delta Arts Center, GTCC, etc.):

Location address (specific so that it can be mapped on a GPS):

Cost (state amount or N/A)

May members bring guests?

If there is a meal being served, provide any description you want to share:

If there is entertainment, provide any description you want to share:

Should members bring anything (Ex: covered dish, swimming suit, etc.)?

Is there any additional information you would like included on the invitation?

RSVP info –

      Deadline date:

      Who is taking rsvp's:

      Their phone number:

      Their email address: