



EVENT INFORMATION FORM

Day of week and date of event

FOR SOCIAL BOOK USE

BK WEB
date app by

Event Name

Benefiting

CITY FOR EVENT LISTING

Houston Dallas

EVENT TYPE TO BE LISTED

New Event
 I am changing an event already listed.

Time

Location

EVENT CATEGORIES

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Gala | <input type="checkbox"/> Reception | <input type="checkbox"/> Silent Auction | <input type="checkbox"/> Walk/Run/Games |
| <input type="checkbox"/> Seated dinner | <input type="checkbox"/> Cocktail reception | <input type="checkbox"/> Live Auction | <input type="checkbox"/> Children's event |
| <input type="checkbox"/> Buffet station | <input type="checkbox"/> Fashion/Trunk show | <input type="checkbox"/> Raffle / Big Board | <input type="checkbox"/> Keynote speaker |
| <input type="checkbox"/> Luncheon | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Grand Opening | <input type="checkbox"/> Performance |
| <input type="checkbox"/> Breakfast | <input type="checkbox"/> Dancing | <input type="checkbox"/> Golf tournament | <input type="checkbox"/> Exhibit |

Brief Description

INSTRUCTIONS

If emailed to you, this form can be filled out on screen and printed out. If you have a full-working version of Adobe Acrobat, you may save this to your hard drive and email back to us completed. If you have Adobe Reader, you may scan the printed piece and email the file back to info@socialbook.com, mail to us at our address or fax back to us at 713-965-2967 or toll free to 866-880-8514.

** Only names of Social Book advertisers may be published. The Social Book reserves the right to edit entries received.*

Honorary Chair(s)

Chairperson(s)

Honoree(s)

Attire: Cocktail Black Tie Black Tie Optional White Tie
 Business Luncheon Casual Sporting
 Other (please specify)

*Catering by

*Decorations by

*Event Planning by

*Flowers by

*Entertainment booked or performed by

*Invitations by

*Other services

Tickets By invitation only Open to the Public Lowest Individual Ticket Price \$

Return, fax or email to:

The Social Book
2332 Bartlett St.
Houston, TX 77098
713.965.2922
713.965.2967 fax
877.965.2922 toll free
info@socialbook.com

Contact Name

Phone

Email

NOTES

1. Please make copies of this form and send us the information requested for each non-profit fundraising event. Events for non-subscribers may be listed at *The Social Book's* discretion and if space and time permit.
2. The event(s) must be received at least 15 days preceding a scheduled update.
3. Individual ticket prices may be listed. No other ticket pricing information will be listed due to space limitations.
4. When making changes to events already listed, please remember to check the box marked 'CHANGES TO EVENT.' Reference the Event Date, Event Name and Beneficiary so that we match the event and make the proper changes.