

MICHIGAN DESIGN CENTER

Event Information Form (For Articles & Promotion Purposes)

Name of Event: _____

Hosted By:(Showroom(s) _____

Event Date: _____ Start Time: _____ End Time: _____

Event Type: In Person Virtual Both

Location: MAR Showroom # _____

Attendees: Trade Members Consumers Both Trade Member & Guest

Max Number of Attendees: _____

RSVP's Required: Yes No

RSVP to: (Email/Contact Name/Website) _____

RSVP Deadline Date: _____

CEU Credits: Yes No If Yes, How Many Credits: _____

CEU Title: _____

Event Description/Topic:

Speaker(s): Yes No

Name(s) & Affiliation: _____

** Please provide MDC with at **least** one web-resolution image; preferable several, with images related to the event, including a professional headshot of the guest speaker or presenter.*

Refreshments/Meal Served: Yes No

(Describe) _____

Giveaways or Raffle:(Describe)

Send a direct mail invite sent to MDC's mailing list: Yes No

** Mailings must be approved by MDC's General Manager and coordinated with one of our approved printers/mail houses. Tenants are responsible for all expenses. At least 60 days advanced notice required.*

** If your event is being held in the Mid America Room, we will send a separate form to confirm your set-up and equipment needs*