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Use this Event Summary template as a guide to keep record of your events for future reference.

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| **Event Title****Event Summary** |
| **Description of event** |  |
| **Objective/goals of event** |  |
| **Who/what dept. initiated the event** |  |
| **Will this event be repeated?** |  |
| **Date/s** |  |
| **Time/s** |  |
| **Venue (for in-person events)** |  |
| **Platform (for hybrid and virtual events)** |  |
| **Key Roles (speakers, panelists, support staff, etc.)** |  |
| **Dean’s Involvement (if any)** |  |
| **Registration Process or Link** |  |
| **Show Flow** |  |
| **Audience (alumni, researchers, etc.)** |  |
| **Attendance – expected/actual** |  |
| **Costs involved and Req. #s** |  |
| **OSU Master Calendar ID** |  |
| **TAS submission ID** |  |
| **Notes**  |  |

*Completed by:name, dept. Date Created*