

**Appendix II — EVENT SHEET**



Please fill in whatever information you currently have and return as soon as possible, preferably on weekly basis. The sooner we have, the sooner we will be able to direct media to you. Return to: Movement Millennium/GIIS, GPO Box 10422, Kathmandu, Nepal. Tel/Fax: 274 579. e-Mail: youcando\_2000@yahoo.com

**TO BE COMPLETED BY EVENT ORGANIZERS OF MOVEMENT MILLENNIUM**  
*(One sheet per event. Make photocopies, if needed. You can even fill this sheet to integrate your on-going activities with Movement Millennium)*

**Event Name:**.....

Event Date:..... Time (start & end).....

Event Site Name and complete address: .....

.....  
.....

Contact Person at Event Facility:.....

Tel No. (day).....(evening).....e-Mail.....

**Event Description:**.....

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

*Please turn over*

**Appendix II — EVENT SHEET — Page 2**

Program Format (describe).....

.....  
.....  
.....  
.....  
.....

Speakers/Celebrities (list all).....

.....  
.....

Site Capacity.....No. of Participants (expected).....

**Event Organizer's Name:**.....

Event organizer's complete address: .....

.....  
.....

Tel No. (day).....(evening).....

Fax.....e-Mail.....

**Sponsoring Organization's Name**.....

Sponsor's Contact Name.....

Sponsor's Complete Address.....

.....  
.....

Tel No. (day).....(evening).....

Fax.....e-Mail.....

**ATTACH RELEVANT PHOTOGRAPH(S) OF THE EVENT, IF ANY.**