**“67 Blankets for Nelson Mandela Day” Event Planning Form**

* *Please use this form to communicate with BUZ Publicity, our Public Relations Company.*
* *Please provide details of the planned event.*
* *Kindly do this well in advance to allow the PR Company time to arrange the necessary press and media coverage where appropriate.*
* *Please complete the form in block letters and write clearly.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ambassador or KnitWit Details – Primary Contact for This Event** | | | | | |
| First Name |  | | Last Name |  | |
| Mobile Number |  | | e-Mail Address |  | |
| **Ambassador or KnitWit Details – Backup Contact for This Event** | | | | | |
| First Name |  | | Last Name |  | |
| Mobile Number |  | | e-Mail Address |  | |
| **Ambassador or KnitWit Details – Backup Contact for This Event** | | | | | |
| First Name |  | | Last Name |  | |
| Mobile Number |  | | e-Mail Address |  | |
| **Event Details** | | | | | |
| **Type of Event**  (e.g. concert; tea Party; knitathon; visit school; etc.): | | |  | | |
| **Purpose of the Event**  (e.g. to make squares; to advertise; handover blankets; socialise; teaching; etc.) | | |  | | |
| **Venue** | | |  | | |
| **Date** | |  | **Time** | |  |
| **Who is being invited?**  (e.g. KnitWits; school communities; business associates; etc.) | | |  | | |
| **Sponsorship**  Who is sponsoring this event?  What does the donation consist of?  (e.g., wool; venue; food; entertainment; etc.) | | |  | | |
| **Other information that may be useful** | | |  | | |

Please e-mail the completed form to: [buz@buz.co.za](mailto:buz@buz.co.za) and [christabel@buz.co.za](mailto:christabel@buz.co.za) and cc [info@67blankets.co.za](mailto:info@67blankets.co.za).