**Communications Assistance Questionnaire**

Please fill out the information below and submit to:

Annie Korp, Communication & PR Specialist, [A.Korp@AlexsLemonade.org](mailto:A.Korp@AlexsLemonade.org) or

Jaime Horenstein, Social Media Specialist, [J.Horenstein@AlexsLemonade.org](mailto:J.Horenstein@AlexsLemonade.org)

Your answers will be used to create a press release and posts for Alex’s Lemonade Stand Foundation’s social media.

* Contact Information: Name, mobile phone, email (For use as person of contact for media)
* Date and Time of event
* Location of event (Complete Address)
* Age of group participating
* Name of young volunteer (if applicable)
* Fundraising page URL
* How have you heard of Alex’s Lemonade Stand?
* Have you hosted an event for Alex’s Lemonade Stand before?
* Why did you decide to host the event?
* Describe your event
* Do you have a specific goal of money you want to raise?
* What do you want people to know about your event?
* What will be available at the event?
* Do you have any personal connection with childhood cancer or any other cancer diagnosis in your life?
* Any other information or details you think will show why this event is so important to you
* Please include any photos you have of a previous event or photos that you think would be relevant. Please make sure if there are minors pictured, that their parents or guardians have given permission to share.
* How would you like Alex’s Lemonade Stand Foundation’s social media to tag you or your event?