



American Association of Blacks in Energy - Michigan Chapter

### AABE COMMUNICATION COMMITTEE REQUEST

All requests for any form of AABE Communications should be submitted via this form to the Communications Committee at aabemichigan@gmail.com.

Requests Must be submitted at least **60 days** prior to the event. This includes "Save the Date" Reminders. You should receive confirmation within **5 days** of submittal, if not please contact Communications Committee Chair.

**PLEASE PRINT OR TYPE**

**Event Type:**

**Brief Summary of Event:**

**Sponsoring Committee:**

**Event Date(s):**

**Event Start Time:**

**Event End Time:**

**Event Location:**

**Event Contact Name(s) & Phone#(s):**

**Flyer Attached:**

YES or NO

**Suggested Communication Channels:**

**Special Communication Requests/Comments:**

(Granted if committee deems it appropriate)

Date Submitted: \_\_\_\_\_ Submitted By: (Please Print) \_\_\_\_\_

**Communications Committee Only**

Date Received: \_\_\_\_\_

Event Chair Notified Date: \_\_\_\_\_

AABE Board Approval Date: \_\_\_\_\_