



Banyan Tree Project Event Summary

Hosting/Planning Organization		
Host Agency Name:		Website:
Address:		
Contact Person:	Phone Number:	E-mail:
List Collaborating Agencies/Health Departments:		
Event Information		
Name of Event:		Date:
Location/Address:		
Type of Event: (Check all that apply)	<input type="checkbox"/> Blog Postings/Web-based <input type="checkbox"/> Community/Panel Discussion <input type="checkbox"/> Film Screening <input type="checkbox"/> Fundraising <input type="checkbox"/> Health or Street Fair/Festival <input type="checkbox"/> HIV Testing <input type="checkbox"/> Performing/Visual Arts	<input type="checkbox"/> Presentation/Training/ /Workshop <input type="checkbox"/> Press Conference/Briefing <input type="checkbox"/> Proclamation <input type="checkbox"/> Athletics/Sports <input type="checkbox"/> Other(specify):
Detailed Description of Event:		
Participant Information		
Approximate # in attendance:		Age Groups:
Race/Ethnicity: (Check all that apply)	<input type="checkbox"/> All <input type="checkbox"/> Asian <input type="checkbox"/> African-American <input type="checkbox"/> Latino <input type="checkbox"/> Middle Eastern/Arab <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Native Hawaiian <input type="checkbox"/> Pacific Islander <input type="checkbox"/> White	
Behavioral Risk Group: (Check all that apply)	<input type="checkbox"/> All <input type="checkbox"/> HIV+ <input type="checkbox"/> MSM <input type="checkbox"/> IDU <input type="checkbox"/> Women <input type="checkbox"/> Transgender <input type="checkbox"/> Unspecified <input type="checkbox"/> Other, specify:	
Other		
If HIV Testing provided, # of HIV Tests:		or # of Referrals:
Did you send out a press release for your event?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Media Coverage (check all that apply): <input type="checkbox"/> N/A <input type="checkbox"/> Television <input type="checkbox"/> Radio <input type="checkbox"/> Newspapers <input type="checkbox"/> Online/Blogs List Stations, Newspapers, Websites, etc.:		
Calculate circulation/readership/no. of viewers (if possible):		
Materials:(Check all that apply)	<input type="checkbox"/> Chapbooks <input type="checkbox"/> Educational Materials <input type="checkbox"/> Pens <input type="checkbox"/> Pledges <input type="checkbox"/> Posters <input type="checkbox"/> PSA <input type="checkbox"/> T-shirts <input type="checkbox"/> Other:	
Successes/Challenges: Describe with regard to both planning and implementation. Please use complete sentences.		
Successes:		
Challenges:		
Attachments: (Please attach to this Form)	<input type="checkbox"/> Blogs/Articles/Etc... <input type="checkbox"/> Outreach Materials (Flyers, etc...) <input type="checkbox"/> Photos <input type="checkbox"/> Presentation/Training Guides <input type="checkbox"/> Press Releases <input type="checkbox"/> Other:	