



Higher Etiquette & Mentoring Institute

Event Description Form

HEMI is excited you have selected our services. Kindly complete the information below.

Select the type of event(s) that best describe your activity:

School Program After School Program Church/Community/Organization Activity Cotillion
Parental Needs Fund Raiser/Scholarship Work/Business Other _____

In addition select the time duration for your event/program:

1HR 2HR 3HR 4HR Half Day
Weekend Weekly Bi-Weekly
Monthly Bi-Monthly Summer
School Year (Sept. – May) 2YRS 3YRS 4YRS

Contact Name & Title:

Phone Number:

Email Address:

Preferred Date & Time of Activity:

Place of Activity:

Theme(s):

Briefly Describe Activity:

Age Range of Students: # of Females: # of Males:

List any special needs or accommodations:

Signature of Event/Program Representative:

Date:

Signature of HEMI Representative:

Date: