*This event form is fillable. Please download to your desktop to begin.*

**Contact Info**

|  |  |  |
| --- | --- | --- |
| Name: | Click or tap here to enter text. | |
| Title and Organization: | Click or tap here to enter text. | |
| Email: | Click or tap here to enter text. | Phone Number: | Click or tap here to enter text. |

**Event Info**

|  |  |
| --- | --- |
| Event Name: | Click or tap here to enter text. |
| Event Date: | Click or tap to enter a date. |
| Event Start and End Time: | Click or tap here to enter text. |
| Event Type: | Choose an item. |
| Event Description and Purpose: | Click or tap here to enter text. |
|  |
|  |
|  |
|  |
| Targeted Audience: | Click or tap here to enter text. |
|  |
| Organization(s) involved: | Click or tap here to enter text. |
|  |
|  |
| Event Location or Platform | Choose an item. |
| Address (if needed onsite): | Click or tap here to enter text. |

**If onsite location, number or attendees, seating/standing arrangements and parking?**

Click or tap here to enter text.

**If Virtual or Audio, is it LIVE or Pre-recorded?** Choose an item.

**Host:** Click or tap here to enter text.

**Moderator (if different from Host):** Click or tap here to enter text.

**Treasurer Role and Duration Requesting:** Click or tap here to enter text.

**Please list each panelist with title and organization:**

|  |  |  |
| --- | --- | --- |
| Name | Title | Organization |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Press Invited?**Choose an item.

**Will questions come from attendees at the event before, during or after?**Click or tap here to enter text.

**Is a prep call necessary? If so, how far in advance?**Click or tap here to enter text.

**Instructions to access event? (Parking, dial in, link, etc.)** Click or tap here to enter text.

**Will Treasurer be included in promotional materials (flyers, press releases, etc.)**

Click or tap here to enter text.

**Additional Notes/Comments**

Click or tap here to enter text.

*Thank you for your request.*

*Please send this completed form back to our office as well as a flyer and Run Of Show. If there is a deadline, please note in the comments.*