

EVENT INQUIRY FORM

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

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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.