CFALA Event Planning Form

Events will not be posted to the website until all information is received.
Please send to info@cfala.org the speaker bio, photo and event description text (preferably in a word document) that you would like posted on the website. Please do not format with bold, italics, special margins, etc.

Event date: _____

Event Title:_____

Speaker(s)& Titles: _____

Company Name:_____

Phone, Fax & e-mail:_____

Chairperson (s):_____

Phone & e-mail:_____

Event location _____Century City _____Downtown _____Santa Monica _____Pasadena

Other: _____

Event time: ___Lunch (12:00-1:30) _____ Dinner (5:30-7:30) _____ Cocktail Reception (5:30-7:00)
Other:_____

Expected attendance: ___0-25 _____25-50 _____50-100 _____Over 100:_____

Media, Audio/Visual Requests:

_____Podium with microphone
_____Laptop
_____LCD Projector
_____Handheld Cordless microphone
_____Lavaliere/Lapel microphone
_____Lifesize Stream to another location *(waiver required)*
_____Webcast *(waiver required)*
_____Other, please specify_____

Hand-outs:_____ None _____supplied by speaker _____supplied by Event Chair

Special Arrangements (i.e. book signing):_____

_____

Venue:_____Room:_____Max attendance: _____

Media, Audio/Visual provider:_____

Write up received:_____Date to post on web:_____

Confirmed by: _____