

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 <input type="checkbox"/> Century City <input type="checkbox"/> Downtown <input type="checkbox"/> Santa Monica <input type="checkbox"/> Pasadena
Other: _____
Event time: <input type="checkbox"/> Lunch (12:00-1:30) <input type="checkbox"/> Dinner (5:30-7:30) <input type="checkbox"/> Cocktail Presentation/Social (5:30-7:30)
<input type="checkbox"/> Chat Series (5:00pm - 7:00pm) Other: _____
Expected attendance: <input type="checkbox"/> 0-25 <input type="checkbox"/> 25-50 <input type="checkbox"/> 50-100 <input type="checkbox"/> Over 100: _____
Media, Audio/Visual Requests:
<input type="checkbox"/> Podium with microphone <input type="checkbox"/> Handheld Cordless microphone
<input type="checkbox"/> Laptop <input type="checkbox"/> Lavalier/Lapel microphone
<input type="checkbox"/> LCD Projector <input type="checkbox"/> Live Webcast (<i>waiver required</i>)
<input type="checkbox"/> Recorded and posted on website (<i>waiver required</i>)
<input type="checkbox"/> Other, please specify _____
Speaker interested in speaking to other societies? <input type="checkbox"/> Western Region <input type="checkbox"/>
Specific Societies _____
Hand-outs: <input type="checkbox"/> None <input type="checkbox"/> supplied by speaker <input type="checkbox"/> 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: _____