



CFALA Member Community Event Planning Form

Events will not be posted to the website until all information is received.

Please send to info@cfala.org in a Word document the speaker bio and event description text 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: _____

Speaker's Company Name: _____

Chair (s): _____

Chair(s) phone & e-mail: _____

Event location: _____

Event time:

_____ Lunch (12:00-1:30) _____ Dinner (5:30-7:00) _____ Cocktail Presentation/Social (4:00-7:00):

_____ Chat Series (5:00-7:00) _____ Other: _____

Expected attendance:

_____ 0-25 _____ 25-40 _____ Other: _____

Media, Audio/Visual Requests:

If using CFALA Learning Center, please check items that are needed:

_____ Podium

_____ Laptop

_____ LCD Projector with Scree

_____ Other, please specify: _____