

CFALA Event Planning Form

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

Please send 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: _____ Century City _____ Downtown _____ Pasadena

Other: _____

Event time: _____ Lunch (12:00-1:30) _____ Dinner (5:30-7:00) Other: _____

Expected attendance: _____ 0-25 _____ 25-50 _____ 50-100 _____ Over 100: _____

Media, Audio/Visual Requests (enter quantity):

_____ Podium with microphone

_____ Handheld Cordless microphone

_____ Laptop

_____ Lavalier/Lapel microphone

_____ LCD Projector

_____ Screen

_____ Audio recording (*waiver required*)

_____ Audio and Video recording (*waiver required*)

_____ Other, please specify _____

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

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

Staff use only:

Venue: _____ Room: _____ Max attendance: _____

Media, Audio/Visual provider: _____

Write up received: _____ Date to post on web: _____

Confirmed by: _____