

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

Handheld Cordless microphone

Laptop

Lavalier/Lapel microphone

LCD Projector

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: _____