



# EVENT REQUEST FORM

## CHAPTER INFORMATION

Chapter Name: \_\_\_\_\_

Chapter Address: \_\_\_\_\_

\_\_\_\_\_

## INSTRUCTOR INFORMATION

Instructor Name: \_\_\_\_\_

Instructor Phone #: \_\_\_\_\_

Instructor Email: \_\_\_\_\_

**Booking Policy:** Event Request forms must be received a minimum 7 weeks prior to classes that require tuition and 6 weeks prior to classes that are free. No events will be scheduled beyond 6 months unless required by a venue. Initial: \_\_\_\_\_

**Cancellation/Rescheduling Policy:** If an event is cancelled/rescheduled by the instructor, except for factors deemed out of his/her control, after the event has been scheduled/booked with a particular venue the instructor will be subject to a \$50.00 cancellation/rescheduling fee for each venue that needs to be cancelled/rescheduled. Initial: \_\_\_\_\_

**Scheduled/Booked:** A venue is deemed scheduled/booked when we have acquired a contract, and Instructor has received the event booked confirmation email from Event Registration. Initial: \_\_\_\_\_

**Deemed out of our control:** If the event is cancelled/rescheduled due to factors out of our control, i.e. weather, death in the family, or any other unforeseen reason, there will be no cancellation/rescheduling fee. Initial: \_\_\_\_\_

**Cancellation/Rescheduling payment:** Payment must be received within 48 hours of initial request or an additional \$25.00 per venue will be charged. The instructor will not be allowed to request new events until payment is received. Initial: \_\_\_\_\_

## COURSE EVENT INFORMATION

Course Title: \_\_\_\_\_

Desired Venue: \_\_\_\_\_

Backup Venue 1: \_\_\_\_\_ Backup Venue 2: \_\_\_\_\_ Backup Venue 3: \_\_\_\_\_

\_\_\_\_\_

Desired Dates & Times:  
(Please list in order of preference)

1. Date: \_\_\_\_\_ 2. Date: \_\_\_\_\_ 3. Date: \_\_\_\_\_ 4. Date: \_\_\_\_\_ 5. Date: \_\_\_\_\_ 6. Date: \_\_\_\_\_

Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_

I would like to book a total of \_\_\_\_\_ dates at this venue.

Any additional dates are assumed to be backup dates if the first \_\_\_\_\_ are not available.

Comments:

**COURSE EVENT INFORMATION**

Course Title: \_\_\_\_\_

Desired Venue: \_\_\_\_\_

Backup Venue 1: \_\_\_\_\_ Backup Venue 2: \_\_\_\_\_ Backup Venue 3: \_\_\_\_\_

\_\_\_\_\_

Desired Dates & Times:  
(Please list in order of preference)

1. Date: \_\_\_\_\_ 2. Date: \_\_\_\_\_ 3. Date: \_\_\_\_\_ 4. Date: \_\_\_\_\_ 5. Date: \_\_\_\_\_ 6. Date: \_\_\_\_\_

Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_

I would like to book a total of \_\_\_\_\_ dates at this venue.

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Comments:

**COURSE EVENT INFORMATION**

Course Title: \_\_\_\_\_

Desired Venue: \_\_\_\_\_

Backup Venue 1: \_\_\_\_\_ Backup Venue 2: \_\_\_\_\_ Backup Venue 3: \_\_\_\_\_

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Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_ Time: \_\_\_\_\_

I would like to book a total of \_\_\_\_\_ dates at this venue.

Any additional dates are assumed to be backup dates if the first \_\_\_\_\_ are not available.

Comments:

**ADDITIONAL EVENT INFORMATION**

Please check equipment that you would like venues to provide for you, if available (this can sometimes be an extra expense for you, the CP)

- Screen  Projector  Laptop or Desktop  Podium  Registration Table

Special Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature

Printed Name

Date