

## Committee Meeting / Event Form

Email the completed form to Laura, [lmason@nvtc.org](mailto:lmason@nvtc.org).  
Incomplete forms will be returned. Please allow 2 business days for processing.  
Your Event Description Must be Pre-edited and Web Ready.

**\*Required**

**\*Type:** Meeting or Event? \_\_\_\_\_

**\*Committee Name:** \_\_\_\_\_

**\*Date:** \_\_\_\_\_ **\*Start Time:** \_\_\_\_\_ **\*End Time** \_\_\_\_\_

**\*Location**

- Company and or Building (i.e. NVTC – CIT Building – Conference Room 4):  
\_\_\_\_\_

- \*Street Address** (i.e. 2214 Rock Hill Road):  
\_\_\_\_\_

- Suite/Floor Number:  
\_\_\_\_\_

- \*City:**  
\_\_\_\_\_

- \*State:**  
\_\_\_\_\_

- \*Zip:**  
\_\_\_\_\_

- Directions Link - Special Driving/Parking Instructions:  
\_\_\_\_\_

**\*Member Price:** \_\_\_\_\_

**\*Member Walk-in Price:** \_\_\_\_\_

**\*Non-member Price:** \_\_\_\_\_

**\*Non-member Walk-in Price:** \_\_\_\_\_

**Title/Topic:** \_\_\_\_\_

**\*Web Description:**

Sponsors:

_____ <i>Company</i>	_____ <i>Level</i>	_____ <i>URL</i>
_____ <i>Company</i>	_____ <i>Level</i>	_____ <i>URL</i>
_____ <i>Company</i>	_____ <i>Level</i>	_____ <i>URL</i>
_____ <i>Company</i>	_____ <i>Level</i>	_____ <i>URL</i>
_____ <i>Company</i>	_____ <i>Level</i>	_____ <i>URL</i>
_____ <i>Company</i>	_____ <i>Level</i>	_____ <i>URL</i>

Speakers:

_____ <i>Name</i>	_____ <i>Title</i>	_____ <i>Company</i>
_____ <i>Name</i>	_____ <i>Title</i>	_____ <i>Company</i>
_____ <i>Name</i>	_____ <i>Title</i>	_____ <i>Company</i>
_____ <i>Name</i>	_____ <i>Title</i>	_____ <i>Company</i>

Additional Notes?