

## Committee Meeting / Event Form

Email the completed form to your committee liaison.

*Incomplete forms will not be accepted. 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?