CHAPTER EVENT REQUEST FORM

Please complete the following form for any chapter event. Be as detailed as possible to ensure correct set up of event registrations and website details. The event request form is broken into sections to support the flow of information as the chapter receives it. Each section reflects recommended time frames to provide information.

Chapter Event Request Form:
Section One -   Event registration and marketing request   Submit 45-60 days prior to event
Section Two -   Sponsors & Exhibitor set up/registration   Submit 45-60 days prior to event

Speaker & CPE Details: (Provided in separate form on Chapter Resources)
Section Three - Speakers set up and registration   Submit 2 weeks to 30 days prior to event

Please return all event details to: Holly Dotson, hdotson@iasa.org.

Section One – Event Registration & Marketing Request
Note – All chapter events are subject to a $15 per attendee administrative fee. This will be deducted from all final proceeds after the close of the event. In the event the chapter did not raise enough funds to cover that fee they will need to submit payment to IASA.

Chapter Name: _____

Event Date(s):   _____   Event Time: _____

Event Title: _____

Event Type (Virtual/In Person): _____

For Virtual Only: Chapter Hosting Platform/Zoom? _____   National Hosting Zoom? _____

Provide platform links:_____

For In-Person Only:

Meeting City/State: _____

Hotel/Venue Name: _____

Hotel Address: _____

Hotel Reservations: Open: _____   Closes: _____

Link to Register: _____

Room Rate and any necessary registration details.

Hotel Description for Event Registration Pages: This will be on the main page of your event. This is not required but if not provided you will not have a separate page for the venue on your event webpage.

_____

Description of Event: This will be on the registration website page so be detailed. Include details that will support marketing the event.

_____

Main event contact: Alternate event contact:

Main Event Contact   Alternate Event Contact

Name: _____   Name: _____

Phone: _____   Phone: _____

Email: _____   Email: _____

Complete additional contact details below if different than main event contact.

Who should weekly registration list be sent to: _____

Who is the contact for any reports needed following event: _____

Contact for meeting close reports and address to mail check if applicable:

Name: _____

Address: _____

City, State, Zip:_____

Send Meeting Box – For In-Person Events Only:

Name: _____

Address: _____

City, State, Zip:_____

Contact information that may be added to email blasts & website for questions on:

Registration Questions contact: _____

Exhibit and Sponsor Questions contact:_____

Golf Questions contact:_____

Registration Details

Early Bird Registration as Applicable:
Member Early Bird Registration Fee: $ _____   Begin/End Date _____
Non-Member Early Bird Registration Fee: $ _____   Begin/End Date _____

Regular Registration
Member Regular Registration Fee: $_____   Begin/End Date _____
Non-Member Regular Registration Fee: $_____   Begin/End Date _____

Late Registration as Applicable:
Member Late Registration Fee: $ _____   Begin/End Date _____
Non-Member Late Registration Fee: $ _____   Begin/End Date _____

Golf Registration as Applicable:
Member Regular Registration Fee: $ _____   Begin/End Date _____
Non-Member Regular Registration Fee: $ _____   Begin/End Date _____
Will golf registration have same early bird and later incremental changes as above: _____
If not, please list any additional needs here: _____

Additional Registration Details List any other ticket items needed or special requests.

Cancellation/Refund Policy: All chapters must have a cancellation/refund policy.

Maximum Event registrants if applicable: _____ Golf maximum _____

Attach tentative agenda on agenda template provided on Chapter Resource Page. (The agenda is used to populate the website so please do not submit in excel but rather on the template provided)

Section Two – Sponsor & Exhibitor Set Up/Registration

Provide all exhibitor and sponsor information on this form. If you need to add additional details, please attach any with this form. **NOTE** – National sets up exhibitor and sponsor registration and complimentary attendees as needed. It is the chapters responsibility to contact sponsors or exhibitors to collect logo's, complimentary attendee names for registration and any other items need to post on the registration or chapter website. National will provide chapter with a registration list every Monday once registration is open so chapter can verify who are exhibitors and sponsors and can contact them to gather necessary fulfillment items. National does not contact sponsors to manage fulfillment items.

Exhibitors

For In-Person Events Only:

How many Exhibitors will you allow at your event? _____

How many registrations are included with exhibitor fee:_____

Exhibitor Member Fee: $_____

Exhibitor Non-Member Fee: $_____

Maximum number of exhibitor booths if applicable: _____

Exhibitor Benefits – Provide a description of what an exhibitor will receive with their booth/table.

```



```

Exhibitor requirements such as display type and size, signage, AV, etc. Consider what will you provide and what do they need to provide for booth.

```



```

Sponsors

For Virtual and In Person Events:

Sponsor Type (Gold/Platinum, etc.): _____   Max # of sponsors: _____
Member Price: $_____   Non-Member Price: $_____
Number of complimentary registrations received: _____
Sponsorship Benefits – Provide a description of what an exhibitor will receive for their sponsorship.

Sponsor Type (Gold/Platinum, etc.): _____   Max # of sponsors: _____
Member Price: $_____   Non-Member Price: $_____
Number of complimentary registrations received: _____
Sponsorship Benefits – Provide a description of what an exhibitor will receive for their sponsorship.

Sponsor Type (Gold/Platinum, etc.): _____   Max # of sponsors: _____
Member Price: $_____   Non-Member Price: $_____
Number of complimentary registrations received: _____
Sponsorship Benefits – Provide a description of what an exhibitor will receive for their sponsorship.

Sponsor Type (Gold/Platinum, etc.): _____   Max # of sponsors: _____
Member Price: $_____   Non-Member Price: $_____
Number of complimentary registrations received: _____
Sponsorship Benefits – Provide a description of what an exhibitor will receive for their sponsorship.

Comments or Additional Items:

Agenda clarifying sessions, learning objectives and speakers, details is required to meet the CPE standards set forth by NASBA. These must be submitted within two weeks of your event to be eligible for CPE credits.

Conference booklets with full event programs, CPE requirements and sponsors will be provided as a downloadable link on the chapter event page.

Event registrations for in person events will close 3 days prior to your event date. On site registration can be provided locally if necessary.