

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. **Event Request Form must be submitted 45-60 days prior to event.**

Chapter Event Request Form:

Submit 45-60 days prior to event

Section One - Event registration and marketing request

Submit 45-60 days prior to event

Section Two - Sponsors & Exhibitor set up/registration

Speaker & CPE Details:

Section Three - Speakers set up and registration

Submit 3 weeks to 30 days prior to event

Please return all event details to: IASA Staff designated to your event

Section One – Event Registration & Marketing Request

Note – All chapter events are subject to administrative fees as follows:

- Webinar w/1-2 CPE - \$15/attendee - NASBA charge \$10 per credit
- 1/2 day meeting w/3-4 CPE - \$20/attendee - NASBA charge \$30 total fee
- Full day meeting w/5-7 CPE - \$25/attendee - NASBA charge \$60 total fee
- Multi Day Conference w/8 - more CPE\$30/attendee - NASBA charge \$120 total 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 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. Venue photos will only be added when approval is obtained by venue.

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:

Main Event Contact

Name: _____

Phone: _____

Email: _____

Alternate event contact:

Alternate Event Contact

Name: _____

Phone: _____

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: _____



Affiliated with The Institutes

Contact information (name and email) 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 additional.

Empty box for additional registration details.

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

Empty box for cancellation/refund policy details.



Maximum Event registrants if applicable: _____ Golf maximum _____

Attach tentative agenda on agenda template provided. (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 week 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 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: _____

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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 three weeks of your event to be eligible for CPE credits.**

Conference booklets with full event programs (if provided by chapter), CPE requirements and links to sponsorship websites will be provided 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.