**WFC EVENT REQUEST FORM**

**Primary Event Planner Contact:** Click here to enter text.

**Phone:** Click here to enter text. **Email:**  Click here to enter text.

**Event Name:** Click here to enter text. **Type of Event:** Choose an item.

**Event Start Date:** Click here to enter a date. **Event End Date:** Click here to enter a date.

**Event Location Name:** Click here to enter text.

**Event Location Street Address:** Click here to enter text.

**Fee, Full Event:** Click here to enter text. **Fee, One Day:** Click here to enter text.

**Meals Included in Registration:** Click here to enter text.

**Additional Comments:** Click here to enter text.

**Event Budget:**

|  |  |
| --- | --- |
| **Income** | **Budgeted Amount** |
| **Attendee Income** | **$** Click here to enter text. |
| **Sponsorships** | **$** Click here to enter text. |
| **Vendor Income** | **$** Click here to enter text. |
| **Total:** | **$** Click here to enter text. |

|  |  |
| --- | --- |
| **Expense** | **Budgeted Amount** |
| **Audio Visual** | **$** Click here to enter text. |
| **Catering/Food** | **$** Click here to enter text. |
| **Location Fees** | **$** Click here to enter text. |
| **Lodging** | **$** Click here to enter text. |
| **Travel** | **$** Click here to enter text. |
| **Instructor Fees** | **$** Click here to enter text. |
| **Event Supplies** | **$** Click here to enter text. |
| **Giveaways** | **$** Click here to enter text. |
| **Merchandise** | **$** Click here to enter text. |
| **Total:** | **$** Click here to enter text. |

|  |  |
| --- | --- |
| **Grand Total:** | **$** Click here to enter text. |

**Event Lodging Hotel Name:** Click here to enter text.

**Hotel Phone:** Click here to enter text. **Hotel Reservation Line:** Click here to enter text.

**Room Block Name:** Click here to enter text. **# of Rooms in Block:** Click here to enter text.

**Room Rates:** Click here to enter text. **Block Release Date:** Click here to enter text.

**Overflow Lodging Hotel Name:** Click here to enter text.

**Hotel Phone:** Click here to enter text. **Hotel Reservation Line:** Click here to enter text.

**Agenda Detail**

**Please attach the event finalized agenda, which should include:**

Class Date/Time, Class Title, Class Description, & Speaker Bio

**Vendor Information**

**Do you intend to offer a vendor show?** Choose an item. **Date:**Click here to enter a date.

**Vendor Coordinator:** Click here to enter text.

**Phone:** Click here to enter text. **Email:**  Click here to enter text.

**Fee Table/Booth:** Click here to enter text. **Fee Apparatus:** Click here to enter text.

**Setup Time:** Click here to enter text. **Breakdown Time:** Click here to enter text.

**Internet Available?** Choose an item. **Electricity Available?** Choose an item.

**Additional Needs:**

[ ]  **Projectors** [ ]  **Laptops** [ ]  **Easels/Flip Charts** [ ]  **Name Badges**

[ ]  **Pocket Programs** [ ]  **Personal Agendas** [ ]  **Post Event Certificates**

[ ]  **Comb Bound Books** [ ]  **Hand Out Printing**

**Additional Comments or Requests:**

Click here to enter text.