

## CGNE Event Information Form

Please fill out this form to request that an event be opened for registration in EventBrite.  
 Email to: Corinne Meyer [Treasurercgne@gmail.com](mailto:Treasurercgne@gmail.com) **one week prior** to registration opening.

**Please include any company logo(s), headshots, or other artwork with this form submission.  
 Images should be in high-resolution .JPG format.**

Event & Location Information	
<b>Event Title:</b>	
<b>Event Date:</b>	
<b>Location:</b>	
<b>Transportation or parking info:</b>	
<b>Start &amp; End Time:</b>	
<b>Short description</b> (350 characters or less with detail about the event)	
<b>Event / Location Background</b> (include any web and social media links, press releases, chef/presenter bios, etc.):	
<b>Event Price:</b> include member and non-member prices (at least \$10 more)	
<b>What is included / excluded with event price?</b>	
Audience, Registration and Communication Logistics	
<b>Is this a member-only event?</b>	
<b>Email Targets</b> (members & non-members, just members, members first, etc.):	
<b>Registration Cap:</b>	
<b>Registration Close Date:</b>	
<b>Any special information to be included in confirmation email:</b>	
Event Logistics	
<b>CGNE Event Contact</b> (name, phone, email):	
<b>Nametags needed?</b>	
<b>Volunteer help needed?</b> (if so, what kind):	
<b>Do attendees need to bring anything to the event or do anything prior to the event?</b>	
Event Finances	
<b>What are the fixed and/or minimum cost(s)?</b>	
<b>What are the per person cost(s)?</b>	
<b>Is there a signed contract (if yes, please provide a copy)?</b>	
<b>Do any expenses need to be paid in advance (e.g. deposit)?</b> If so, how much, to whom and when?	
<b>When will costs be paid</b> (date of event, they will email an invoice) <b>and by whom?</b>	

