

# PARMA Chapter Event Submission Form

*Note: Please fill out this form once all materials are ready to be marketed and registration set up. Forms will be processed within 1 business day.*

*\* Indicates required question*

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1. Event name \*

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2. Select meeting type \*

*Check all that apply.*

In-Person

Zoom/Online

3. When is your event? \*

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*Example: January 7, 2019*

4. What time does your event start? \*

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*Example: 8:30 AM*

5. What time does your event end? \*

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*Example: 8:30 AM*

6. Where is your event located? (in-person only. Write N/A if online)

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7. What online platform will you be using?

*Check all that apply.*

- Zoom
- Go to Webinar (Advisable for 25+ people)

8. Contact Person (Name and Email) \*

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9. Does this event have meal choices to attendees? \*

*Mark only one oval.*

- Yes
- No

10. If yes, list meal options.

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## Event Marketing

*Note: You MUST have an agenda for marketing purposes. If there is no agenda, there will be no marketing.*

*Email marketing questions to [hpaige@amgroup.us](mailto:hpaige@amgroup.us)*

### 11. What kind of marketing would you like? \*

*Check all that apply.*

- Social media posts (once every other week and then twice on the week of event)
- Email marketing (once every other week then twice on the week of event)
- None
- Other: \_\_\_\_\_

### 12. What day would you like marketing to *START*? \*

\_\_\_\_\_  
*Example: January 7, 2019*

## Agenda

Please include speaker names, topics, session descriptions, and times. Speaker bios optional.

### 13. Submit Your Agenda (Document or pdf only)

Files submitted:

## Registration

PARMA will setup registration for your event. With a coordinated effort, we will have your event registration setup in conjunction with the completion of the marketing materials. Please email [ajohnson@amgroup.us](mailto:ajohnson@amgroup.us) for registration questions.

### Notes on Reports:

You will receive **one registration report within 24 business hours** of the close of registration. You can find event attendees in your info hub portal under the event for more frequent updates.

14. When would you like the registration deadline to be? \*

\_\_\_\_\_  
*Example: January 7, 2019*

15. Registration Limit (if applicable)

\_\_\_\_\_

16. Registration Fees \*

Please add a price for each of these types:

- public entity member
- public entity non-member
- associate member
- associate non-member
- other (if applicable)

**Note: Writing "n/a" means that that type of member is not invited to attend this event. Writing "0" means that the fee is free.**

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