



# Committee or Event Flier Request

Please fill out this form **COMPLETELY**. All fields marked with an \* are mandatory. You will not be able to submit if these fields are empty. **All flier requests must be submitted AT LEAST 10 BUSINESS DAYS prior to your event.** **PLEASE NOTE:** If the form opens in a web browser on your computer, follow these steps: 1. In the top right corner, click on the Download button (downward arrow icon). 2. Select the location you want to save the form to on your computer 3. Click Save. 4. Open the form from where you saved it on your computer. 5. Fill out the form and submit.

\*Name of committee, meeting, or event:

\*Date of meeting/event:

\*Start time:

\*End time:

\*Where event is being held:

\*Street:

\*Room:

\*City:

\*State:

\*ZIP:

\*Choose type of meeting:

In-Person Only

Online Only

Hybrid

\*Virtual meeting link:

Type NONE if meeting is in-person only.

\*Virtual meeting ID:

Type NONE if meeting is in-person only.

\*Virtual meeting password:

Type NONE if meeting is in-person only.

\*Is dinner or another meal being provided:      Yes      No

\*Contact person:

\*Contact email:

Contact phone:

\*Agenda:

\*Guest speaker:      Yes      No

If yes to guest speaker, please include name, title, organization:

If you have a guest speaker headshot, please email it directly to [marci@tricomcreative.com](mailto:marci@tricomcreative.com)

\*Committee leadership information to be included at bottom of flier (Ex: Sally Jones, Chair, Bob Smith, Co-Chair):

Type NONE if your request is not a committee event.

Other information to include on flier: