

## Event Planning Form

Unit: \_\_\_\_\_  CE Workshop  Other Event (specify below)

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### ADVERTISING/MARKETING:

Please create and send out the following items\*:  Small Postcard (\$.50/ea)  Large Postcard (\$.78/ea)

E-mail Notice  E-mail Reminder  Social Media Post *NOTE: NASW-FL may discourage sending out a postcard mailer if there is not ample time to produce and mail the card. Allow at least one month lead time.*

### ONLINE REGISTRATION:

Yes  No  Pre-Pay Only  On-Site Payment Allowed

### \*\*\*FOR CE WORKSHOPS, PLEASE COMPLETE THE FOLLOWING:

Title of Workshop: \_\_\_\_\_

Name/Credentials of Presenter: \_\_\_\_\_

Location of Workshop (include city/state/zip): \_\_\_\_\_

Suggested Number of Contact Hours (NASW-FL will make determination): \_\_\_\_\_

Registration Fees (include rates for member/non-member; other rates optional): \_\_\_\_\_

Contact Person for Workshop (include phone number/e-mail): \_\_\_\_\_

Mailing Address to Send CE Packet to: \_\_\_\_\_

*In order to have CE credit approved for this workshop, the presenter's CV/résumé and at least one learning objective per contact hour sought must be included with this planning form.*

If this is an event other than a CE workshop, please give full details in this space. Please include any details that should be included in marketing items.

Are there any costs that will be associated with this event, such as venue, catering, presenter honorarium, or supplies? If so, please list them here. A separate check request form must be completed when payment needs to be sent.