

* Before you print out and complete this form, please consider downloading a digital copy of this form (pdf) from our website (statelinechamber.com) and emailing it to info@statelinechamber.com

Seminar Details

Host / Presenter Name _____

Phone # _____ Email _____

Seminar Title _____

Seminar Description / Details _____

Date & Location

*You may either host the event at your place of business, or virtually. If you are not able to host the event, you **must** select Virtual. Your chosen date, time, and topic is not guaranteed until confirmed by Chamber Staff.*

Location My Place Virtual Proposed Date _____

Details • Address _____ City _____ State _____

Location (if other) • _____ Will you require a projector? Yes No

Virtual Meeting Setup

I WILL USE MY OWN We will provide the Chamber with the webinar details.

CHAMBER'S ACCOUNT All details will be provided on the Facebook event page.

i As a host, you are required to provide a photo and description of your seminar for use on marketing materials. We prefer a photo of the presenter, as well as a photo relevant to the seminar topic. Your seminar description should be a few sentences good for usage on social media and event listing pages. Email these details to office@statelinechamber.com

You agree to provide an educational seminar, as outlined in this form, for the purpose of educating the attendees. Although this may be a way to generate leads for your business, you agree to not solicit the attendees using explicit sales tactics.

Host Authorized Rep. Signature