Submit the completed form and all attachments to education@appraisers.org. Note: To effectively promote your event, please complete and submit this form in its entirety at least four (4) months prior to event. If your chapter is hosting a USPAP course, please complete the USPAP class request form.

**Incomplete forms will not be processed.**

**Fields in BOLD are required.**

### STEP 1: GENERAL INFORMATION

**Select One**
- [ ] Seminar
- [ ] ASA or ASA POV Course*
- [ ] Meeting

Name of the Event/Course ________________________________

Chapter Hosting Event/Course ________________________________

Event Start Date ________  Event End Date ________  Event Time(s) ____________

**Event/Course Contact**

Name __________________________ Company __________________________

E-mail __________________________ Phone __________________________

**Event/Course Location**

Location Name __________________________

Street Address __________________________

City __________________________  State ________  Zip __________________________

Website __________________________

**Short Event/Course Description** (1-3 Sentences)

* A signed license agreement is required for any ASA-owned course offered by an ASA chapter

### STEP 2: REGISTRATION DETAILS FOR MARKETING

Registration URL or Contact Information (name, email, and telephone)

Max Number of Attendees (optional) _________

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Member</th>
<th>Non-Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Bird Rate</td>
<td></td>
<td>$__________</td>
<td>$__________</td>
</tr>
<tr>
<td>Regular Rate</td>
<td></td>
<td>$__________</td>
<td>$__________</td>
</tr>
</tbody>
</table>
ASA Chapter Event Request Form
(continued) SEMINARS & COURSE

STEP 3: COURSE DETAILS

Select the discipline(s):
☐ ARM ☐ BV ☐ GJ
☐ MTS ☐ PP ☐ RP

Instructor(s):
Name #1 ___________________________ Name #2 ___________________________

Reaccreditation Credits
1 Professional Activity (PA) Number of Hours __________ 2 Cont Ed (CE) (Number of Hours) _______

2 Need Pre-Approval PA/CE Form? ☐ Yes ☐ No

1 ASA Headquarters (HQ) will notify chapters of the actual number of approved credits per category (PA or CE) prior to the event.
2 The chapter is required to provide each attendee with a document verifying his/her attendance. Furthermore, the chapter must instruct their attendees to maintain their individual forms in their personal records in accordance to ASA’s CE and PA policy.

Send as Attachments
☐ Full Event Description ☐ Outline/Agenda ☐ Flyer (Optional)

STEP 4: ADDITIONAL SERVICES

Please indicate which services you’re requesting from ASA Headquarters:
☐ ASA Headquarters Registration - $20 per student, includes electronic student certificates
☐ Premium Marketing Package - $75 flat fee. In addition to the standard marketing activities provided to all chapters, the Premium Marketing Package includes:

One editorial listing for two months in associated discipline ASA newsletter;
Four postings of chapter provided content to ASA social media channels;
One posting of a chapter provided articles to ASA’s blog; and
One time posting of chapter provided photos to ASA’s Flickr page

Please Note: The Premium Marketing Package may only be purchased once per class or event and is dependent upon time and availability.

Chapter Representative (Name Printed) ________________________________________________________________

Signature ___________________________ Date ____________________________________________