



ASA Chapter Event Request Form SEMINARS & COURSES

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) _____

	Start Date	End Date	Member	Non-Member
Early Bird Rate	_____	_____	\$ _____	\$ _____
Regular Rate	_____	_____	\$ _____	\$ _____

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

¹Professional Activity (PA) Number of Hours _____ ¹Cont Ed (CE) (Number of Hours) _____

²Need Pre-Approval PA/CE Form? Yes No

1ASA Headquarters (HQ) will notify chapters of the actual number of approved credits per category (PA or CE) prior to the event.

2The 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 provide 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 _____