



# ASA Chapter Event Request Form SEMINARS & COURSES

Submit the completed form and all attachments to [education@appraisers.org](mailto: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
<b>Early Bird Rate</b>	_____	_____	\$ _____	\$ _____
<b>Regular Rate</b>	_____	_____	\$ _____	\$ _____

