



## 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>	_____	_____	\$ _____	\$ _____

# 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

<sup>1</sup>Professional Activity (PA) Number of Hours \_\_\_\_\_ <sup>1</sup>Cont Ed (CE) (Number of Hours) \_\_\_\_\_

<sup>2</sup>Need 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 \_\_\_\_\_