

PLANNERS NETWORK EVENT FUNDING FORM

Basic Information

Name of Event:

City:

State/Province:

Location/Address:

Date:

Time:

Chapter Name:

Contact Person:

Contact Email:

URL/Website: (if applicable)

Event Description

1) Brief description for posting on PN website: (1 paragraph)

2) Explain how you are preparing the event and how the funds will be used: (1-2 paragraphs)

Budget

Item	Total (US\$)	PN contribution	Other sources/in-kind
space rental			
printing & photocopying			
AV (audio/visual) rental			
food			
honorarium for speakers			
other (please specify)			
Total			

Send PN contribution to:

Name (check payable to):

Address:

City:

State/Province:

Zip/Postal Code:

Country: