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## CHAPTER INVITATION REQUEST FORM

Please note: The home office must receive this request **7 weeks before the reservation deadline date** to ensure sufficient time for printing and third-class mailing. Requests received with insufficient lead time may result in a surcharge to the chapter (the difference between first and third-class postage) or may be rejected if there will not be sufficient time to process the request.

Today's date: \_\_\_\_\_ Chapter no: \_\_\_\_\_ Name/Location: \_\_\_\_\_

Name of event: \_\_\_\_\_

Is this a Matching Funds event ☐ Yes ☐ No

If yes, who is the recipient of the funds? \_\_\_\_\_

Are you partnering with another chapter on this event? ☐ Yes ☐ No If yes, please complete this statement:

This is a joint event with: (e.g. "Chapters 2, 40, WI52") \_\_\_\_\_

\*Note: Each chapter must submit its own event flyer request to the home office.

Date of event: \_\_\_\_\_

Day of week

Month

Date

Year

Start Time: \_\_\_\_\_ Approximate End Time: \_\_\_\_\_

Location of event: \_\_\_\_\_

Address: \_\_\_\_\_

Pricing:

Members

Non-members

Adults

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Children age \_\_\_\_\_

to \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Children age \_\_\_\_\_

to \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Event details: Include menu and activities planned, such as entertainment, speakers, door prizes, meeting, elections, etc., and times for activities such as cocktail hour, dinner, bus times, etc. Please check the following, if applicable:

☐ Adults only ☐ No refunds will be given ☐ Send a self-addressed stamped envelope ☐ No tickets will be sent

Reservation deadline date: \_\_\_\_\_ Prefer RSVP by: ☐ Mail ☐ Phone ☐ E-mail

Include the following on our RSVP coupon: ☐ Menu choice ☐ Pot luck item ☐ Provide list of all attendees on back ☐ Age/gender of children

Send RSVP / Direct questions to: Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone no.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

This request submitted by: \_\_\_\_\_

Phone no.: \_\_\_\_\_ E-mail address: \_\_\_\_\_