



Committee or Event Flier Request

Please fill out this form **COMPLETELY**. All flier requests must be submitted **AT LEAST 10 BUSINESS DAYS** prior to your event.

Name of committee, meeting, or event:

Date of meeting/event:

Start time:

End time:

Where event is being held:

Street:

Room:

City:

State:

ZIP:

Choose type of meeting:

In-Person Only

Online Only

Hybrid

Virtual meeting link:

Type N/A if meeting is in-person only.

Virtual meeting ID:

Type N/A if meeting is in-person only.

Virtual meeting password:

Type N/A if meeting is in-person only.

Is dinner or another meal being provided: Yes No

Contact person:

Contact email:

Contact phone:

Agenda:

Guest speaker: Yes No

If yes to guest speaker, please include name, title, organization:

If you have a guest speaker headshot, please email it directly to marci@tricomcreative.com

Committee leadership information to be included at bottom of flier (Ex: Sally Jones, Chair, Bob Smith, Co-Chair):

Type N/A if your request is not a committee event.

Other information to include on flier: