## AFAEF logoAFA Education Foundation

## Landowner Education Event Information Form

This form is for landowner education events (clinics, workshops, field days, etc.) that request assistance from the AFA Education Foundation (AFAFEF) for publicity, sponsorship, and/or other help as needed.

Please return this form ***8 weeks prior to the event date*** to Rob Beadel, Director of Forestry Education, AFAEF, 1213 West 4th St., Little Rock AR 72201, FAX (501) 374-6413, or Email: rbeadel@arkforests.org.

Date submitted:

### Coordinator Information

Event coordinator(s):

Address:

Office telephone:

Cell phone:

Fax:

E-mail:

### Event Information

Event title/theme:

Event date(s):

Times (start/stop):

Event location name:

Event location address:

Registration deadline date:

Registration handled by (please check one): [ ]  AFAEF [ ]  Event Coordinator (fill in contact info below)

 Name of Person Handling Registration:

 Phone:

 Email:

Registration fee, if any:

 Who will collect registration fees?: [ ]  AFAEF [ ]  Event Coordinator

 Who should checks be made out to?:

CFE/CEU/CLE hours arranged by (please check one): [ ]  AFAEF [ ]  Event Coordinator

Special clothing and/or footwear recommendations?:

Attendance limit, if any:

Meal arrangements handled by (please check one): [ ]  AFAEF [ ]  Event Coordinator

[ ]  Yes [ ]  No Add statement to brochure: “Notify workshop coordinator at least 1 week prior to event if you

will require handicap assistance.”

Other Event Sponsors:

Assistance Requested (check as many as apply):

[ ]  Publicity

[ ]  I will [ ]  I will not send landowner addresses in an Excel file

*Excel files must reach AFAEF at least* ***6 weeks*** *in advance of event*

[ ]  Funding amount requested: $       for:

\* *a maximum of $50 will be allowed for door prizes*

[ ]  Accounting services (taking registration money, sponsor checks, paying event invoices)

 Please describe:

[ ]  Other (e.g. contact sponsors, contact speakers, provide refreshments/lunch, etc.):

Please specify:

Publicity Requested (check as many as apply)

Unless a special schedule is requested, the AFA Communications Director will publicize events according to the following standard timeframe (the communications director will notify coordinator[s] ASAP if special requests cannot be met):

[ ]  AFA Publications

***Tree Talk*** *(monthly printed newsletter sent at the end of the month with information about the following months’ activities)*

***TREE-mail*** (periodic electronic newsletter)

Please check one: [ ]  Standard timeframe (4 to 8 weeks before event)

 ***OR*** [ ]  Special-request date:

[ ]  Brochure (bulk mail)

Please check one: [ ]  Standard timeframe (5-6 weeks before *registration deadline*)

 Expected mailing date:

 ***OR*** [ ]  Special-request date:

[ ]  News release, print and broadcast media

Please check one: [ ]  Standard timeframe (4 weeks before the event)

 ***OR*** [ ]  Special-request date:

[ ]  Additional publicity sources

Please list:

[ ]  Area agencies/organizations/public officials that should be contacted by AFAEF:

Please list:

The AFA Communications Director will notify coordinators if the standard timeframe or special request dates cannot be met.

***Please attach a draft agenda listing speakers and topics and include detailed directions to the event site.*** The agenda will be used to apply for continuing forestry education hours and must specify length of program. Send final agenda to Director of Forestry Education at AFAEF as soon as one is ready.