

AFA 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 (AFAEF) for publicity, sponsorship, and/or other help as needed.

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

Date submitted: _____

Assistance requested (check as many as apply):

- Publicity
 I will I will not send landowner addresses in an Excel file
*Excel files must reach the office at least **6 weeks** in advance of event*
- Funding amount requested \$ _____ for _____
- Accounting services (taking registration money, sponsor checks, paying event invoices)
Please describe: _____
- Other (specify) (e.g. contact sponsors, contact speakers, provide refreshments/lunch, etc.)

Event information

Event title/theme: _____

Event date(s): _____ Registration deadline: _____

Event location name: _____

Event location address: _____

City: _____

Registration handled by (please check one): AFAEF Event Coordinator

Times (start/stop): _____

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

Special attire recommendations? _____

Registration fee, if any: _____ 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."

Event sponsors: _____

Coordinator Information

Event coordinator(s): _____

Address: _____

Office telephone: _____

Cell phone: _____

Fax: _____

E-mail: _____

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

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

Please attach a draft agenda 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 the Director of Forestry Education at AFAEF as soon as one is ready.