

Chapter Event Request Form

Please have all details and information finalized prior to completing and submitting this form.

A member of the ChIPs team will be in contact within 3 business days with any questions.

* Required

1. Email address *

2. Chapter *

Check all that apply.

- Boston
- Chicago
- Colorado
- DC
- Indianapolis
- London
- New York
- Pacific Northwest
- Philadelphia
- Silicon Valley
- Texas
- Other: _____

3. If you have a customized flyer or other marketing collateral created for this event please upload here.

Files submitted:

EVENT DETAILS

In the section below please provide the specific details about your event for marketing and promotional purposes.

4. Date *

Example: December 15, 2012

5. Event Title (Short) *

6. Event Location *

7. Event Title (Long) *

8. Speaker Names *

9. If you would like to include any speaker(s) bios upload files here (pdf or doc).

Files submitted:

10. If you would like to include any speaker(s) headshots upload files here (jpeg, png)

Files submitted:

11. Event Start Time *

Example: 8:30 AM

12. Event End Time *

Example: 8:30 AM

13. RSVP Cutoff *

Example: December 15, 2012

14. Capacity *

15. Do you have any other ticket types besides General Admission? (click all that apply) *

Check all that apply.

- No
- Sponsors
- VIP/Board of Directors
- Judiciary
- Other: _____

Event Sponsorship Information

In the section below please provide information about sources of funding and sponsorship for this event. If you require sponsor invoicing for your event please use the CHIPs Invoice Request form.

16. Event Sponsors

17. Identify the sources of fund for this event. *

Check all that apply.

- Sponsor donation (will require advance invoicing by CHIPs team)
- Simmons & Simmons
- Registration fee
- Other: _____

18. Upload sponsor logos here for marketing materials (pdf or jpeg).

Files submitted:

19. What is the cost for tickets?

20. Please provide any additional comments or instructions for the CHIPs team below.

A copy of your responses will be emailed to the address you provided

