



Rocky Mountain

BALL PLANNING FORM (BPF)

INSTRUCTIONS:

- A. Fill out this form and attach ALL FILES NEEDED.
- B. EMAIL to ONE of the following people for approval:
 1. Current Communications Director
 2. Executive Vice President
 3. President
- C. They will return the signed form to you, and will forward it to Robyn for implementation.

EVENT TITLE:

20__ Annual Rocky Mountain Ball

CONTACT INFORMATION

Requester's NAME(s):

Requester's EMAIL(s):

Requester's PHONE #(s):

REQUESTED DEADLINE INFORMATION

Date BALL EVENT LIVE on WEBSITE:

Date REGISTRATION LIVE on WEBSITE:

Date REGISTRATION to CLOSE on WEBSITE:

Date for CONSTANT CONTACT Transmission and Reminders:

Date for FACEBOOK BLOG Posting and Reminders:

Dates requested for REGISTRATION REPORTS:
Reports will be sent to "Requester(s)" names above unless otherwise noted here.

EVENT INFORMATION

Date of Event:

Time of Event: *(include Reception, Dinner and Program, and Dancing times)*

Short Event Description:
Say "same" if we are using the standard wording from previous years -- see website.

Event Long Description: *(This file can include extended wording, photos, videos, and links)* Attached file name(s):

BALL POLICIES:

Say "same" if we are using the standard wording from previous years. (see website)

Name of Speaker(s) / Moderator(s):

Speaker(s) / Moderator(s) EMAIL Address(es):
Include this information ON THE WEBSITE?

Yes No

Speaker(s) / Moderator(s) PHONE #: Include this information ON THE WEBSITE? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any SPECIAL INSTRUCTIONS not covered on this form?	
LOCATION INFORMATION	
Event Location: (name of facility)	
Event Address:	
Event Main PHONE #:	
MENU: Supply the menu ASAP before the event. (This is important, as many people have allergies)	
PHOTOGRAPHER: Provide the photographer's name and EMAIL so that I can contact them after the event and obtain the photos for archive on the website in past events.	
Will there be a PHOTO BOOTH? Other entertainment?	
Will Approved Local Media or PAO Attend? Please attach approval and "signed form with NDIA-RMC rights to review before print".	
EVENT AWARDS	
Hartinger Award Recipient Name, Photo & Bio Attached File Name(s):	
Patriot Award Recipients Names, Photos & Bios File: <i>(if names are difficult to pronounce, please include pronunciation for moderator)</i> Attached File Name(s):	
SPONSORS	
Attach file with any changes to our current Sponsorship Descriptions. Attached File Name(s):	
POC INFORMATION	
Event POC from NDIA-RMC: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event POC from NDIA-RMC - PHONE #: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event POC from NDIA-RMC - EMAIL: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Location POC: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Location POC - PHONE #: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Location POC - EMAIL: To go on website? <input type="checkbox"/> Yes <input type="checkbox"/> No	

PURCHASING OPTIONS	
CORPORATE TABLES - List price and details <i>(if different than current wording)</i>	
CORPORATE TABLES SPONSORED - List details <i>(if different than current wording)</i>	
INDIVIDUAL SEATS - List price and details <i>(if different than current wording)</i>	
INDIVIDUAL SEATS SPONSORED - List details <i>(if different than current wording)</i>	
VIP SEATS - List details <i>(if different than current wording)</i>	
VIP SEATS SPONSORED - List details <i>(if different than current wording)</i>	
HONORED GUESTS - List details <i>(if different than current wording)</i>	
BoD REGISTRATION - List details <i>(if different than current wording)</i>	
SPONSORSHIPS - Name all levels, pricing, and perks they receive <i>(if different than current wording)</i>	
Will Spouses of Speakers/Moderators, Special Sponsors and/or VIP's be required to use the Website Registration Process? If so, is their Pricing Discounted?	
Any SPECIAL INSTRUCTIONS not covered in this form?	
NOTE: EXECUTIVE FORUM EVENT is to be filled out on an EPF (Event Planning Form). NDIA-RMC OFFICER APPROVAL The section below to be filled out by an NDIA-RMC Officer for APPROVAL.	
ALL sections above must be complete & ALL files attached before submission. Any additions or changes to the form after approval may be EMAILED directly to Robyn.	
Name/Title:	Date: